

Stewards Academy

Parnall Road

Harlow

Essex

CM18 7NQ



POLICY NAME	Behaviour Policy			POLICY NO.	
EFFECTIVE DATE	17/05/2023	DATE OF LAST REVISION	13/12/2023	VERSION NO.	9
REVIEW FREQUENCY	Annual				
ADMINISTRATOR RESPONSIBLE	Headteacher		CONTACT INFORMATION	dsouter@stewardsacademy.org	
APPLIES TO apply group names to define applicable areas of staff					
GROUP 1	Governors	GROUP 2	All staff	GROUP 3	
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Pupil and Curriculum	July 2019	Reviewed and approved	Deputy Head responsible for Behaviour
2	Pupil and Curriculum	October 2019	Reviewed and approved	Deputy Head responsible for Behaviour
3	Pupil and Curriculum	February 2020	Reviewed and approved	Deputy Head responsible for Behaviour
4	Pupil and Curriculum	September 2020	Reviewed and approved	Deputy Head responsible for Behaviour
5	Pupil and Curriculum	December 2020	Reviewed and approved	Deputy Head responsible for Behaviour
6	Resources (moved from P&C)	October 2021	Full update and approved	Headteacher
7	Pupil and Curriculum	9 th June 2022	Reviewed and approved	Headteacher
8	Trust Board	17 th May 2023	Reviewed and approved	Headteacher
9	Trust Board	13 th December 2023	Reviewed and approved	Headteacher

Stewards Academy is dedicated to ensuring that our school environment supports learning and the wellbeing of pupils and staff through a strong sense of community cohesion. Cooperation, support, and respect are the foundations of our community, and we work hard to provide a safe school where pupils feel included in every aspect of school life and comfortable to voice their opinions.

This policy outlines what we expect from all our pupils in terms of their behaviour, and the sanctions that will be consistently enforced if this policy is not adhered to. The policy applies in and out of school time and premises. It extends to all members of our school community and is written in line with our academy's statement of behaviour principles. Good behaviour and self-discipline have strong links to effective learning and are vital for pupils to carry with them both during and after their school years. For this reason, this policy is led by the headteacher and approved by the Full Governing Body.

The policy is based on the good practice outlined in DfE guidance on behaviour and discipline and is in line with the duties set out in [sections 88-94 Education & Inspections Act 2006 (maintained schools)] [Schedule 1 to the Independent School Standards Regulations 2014 (academies)].

1. Aims

Stewards Academy believes that all pupils should be aware of the standards of behaviour that are expected of them and takes responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the school built on trust and understanding, and that through the use of this policy we can support all of our pupils in developing a high level of social awareness. Our aim is to ensure that all our pupils leave the school with the key skills they need to continue to progress to the best of their ability in all areas of life.

2. School code of conduct

Within the academy's Curriculum Intent, the following intentions for behaviour are stated:

'We believe that before learning can take place, the school ethos, and a positive attitude to learning of every pupil need to be firmly established. Our systems and structures ensure consistent practice and high expectations of personal conduct. Developing young people's sense of right and wrong is the responsibility of all. Our pupils understand that mistakes and failure are necessary for success and are taught to reflect, show resilience, and take personal responsibility for moving forward positively.'

This is further supported by the following statement that is set out in the staff behaviour pedagogy guidelines:

'All pupils should learn to behave in a way that will maximise their potential for success. Every pupil has the right to be treated fairly and equitably with the same due process in the classroom. Every teacher will build relationships with the pupils and do whatever it takes to motivate them to behave appropriately.

These expectations will always be delivered with warmth, empathy, and support, sending the message that we truly care and believe the young person will be successful.'

3. Standards of behaviour

3.1 School

The school understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who comes to the school must act responsibly and professionally and will never denigrate pupils or colleagues. We work hard to ensure that discipline is consistent across the school so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, considering SEN needs and disabilities as well as the additional challenges that some vulnerable pupils may face. Staff are trained to deal with behavioural strategies as part of their continual professional development and are well informed of the extent of their disciplinary authority.

We work with parents to understand their children and their behaviour and believe that in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an

effective learning community. The school will report behaviour, good or bad, to parents regularly. We encourage parents to communicate with the school if they have a concern about their child's behaviour, and we will do as much as is possible to support parents as and when they need it. We promote good behaviour within the school curriculum and reminders of school rules and expected standards of behaviour (Pupil Expectations) are up on walls in classrooms and situated around the school.

Staff are a constant presence around the school, in-between classes, during breaks in the school day, and at lunch times, to check that pupils are using the school grounds respectfully and behaving appropriately.

We recognise that where individual pupils are engaging in continuing disruptive behaviour this can be as a result of unmet needs. If such needs are identified, we will do all we can to ensure that the pupil receives appropriate support. We recognise our legal duties under the Equality Act 2010 in respect of pupils with SEN and/or disabilities. Whilst all pupils identified with SEN and/or disabilities are covered under this behaviour policy, we recognise that these pupils often require support, which is different from, or in addition to, that required by their peers in order to take full advantage of the educational opportunities available to all pupils. A Behaviour Plan or Communication Plan will be used for pupils whose SEN and/or disabilities cause them to display challenging behaviour. Advice will be sought from external agencies where necessary to assist with putting in place appropriate support strategies, which will be monitored and reviewed. Please read the school's **SEND Policy / SEN Information Statement** for more information.

The school will take all reasonable measures to ensure the safety and wellbeing of all pupils and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of pupils' social, emotional, and behavioural skills. For more information, see section 5 of this policy.

The school will monitor and evaluate behaviour data and regularly report to governors via the Pupils and Curriculum Committee. Governors also conduct monitoring visits and scrutinise exclusions, and behaviour data via Class Charts.

3.2 Pupils

The school expects all its pupils to show respect to one another, to school staff, and anyone else that they may meet. Incidents of bullying, belittling, or bringing intentional harm to other pupils or staff will not be tolerated. Pupils are ambassadors to our school even when off school premises, and we expect them to act accordingly. They are expected to obey school rules, listen, follow instructions by staff, and accept and learn from any sanctions that they receive. This extends to any arrangements put in place to support their behaviour, such as Pupil Reflection sheets, Behaviour Plans, On-report Cards, Communication Plans, Conflict Resolution Processes, Student Contracts, and support from the safeguarding and pastoral teams. School work and homework should be well presented, completed to a high standard, and handed in on time. Failure to hand in work on time will lead to disciplinary sanctions. If pupils are struggling to meet the requirements of their workload for any reason, they should discuss this with their tutor who will work with them to draw up a support plan. The school asks that pupils carefully read and then sign a **home-school agreement (Appendix 1)** to show that they have understood what is expected of them and acknowledge the responsibility that they have for their own behaviour.

Under no circumstances will illegal or inappropriate items be tolerated in school, and all pupils will respect and look after the school premises and environment. The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in suspension, depending on the circumstances:

- Any form of disruption within the classroom that has a negative impact on learning, such as calling out, shouting, or getting out of their seat.
- Defiance and not following staff instructions.
- verbal abuse to staff and others
- verbal abuse to pupils
- physical abuse to/attack on staff
- physical abuse to/attack on pupils

- any form of bullying (to the extent not covered above)
- indecent behaviour
- damage to property
- smoking or vaping
- misuse of facilities, such as sharing a toilet cubicle with other pupils
- misuse of illegal drugs, including possessing, using, or supplying illegal drugs
- misuse of other substances including “legal highs”, including possessing, using, or supplying legal highs
- theft
- serious actual or threatened violence against another pupil or a member of staff.
- sexual abuse or assault
- carrying an offensive weapon
- arson
- unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil’s behaviour.
- malicious allegations against staff
- racist, sexist, homophobic or other forms of discriminatory behaviour (**See Equality Policy**)
- persistent truancy/lateness
- possession of items prohibited under the school rules as set out in section 4.

3.3 Parents

Parents play a big part in ensuring that their children are responsible for their own behaviour in school. We ask that parents sign the **home-school agreement** to indicate that they will respect and support the school’s behaviour policy and the authority of the school staff. Building school life into a natural routine – ensuring that your child is at school on time, appropriately dressed, and equipped – will encourage your child to adhere to school rules and procedures.

We ask parents to work with the school in support of their child’s learning, which includes informing the school of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents be prepared to attend meetings at the school with staff or the headteacher to discuss their child’s behaviour and to adhere to any parenting contracts put in place.

In the case of suspensions or exclusions, parents are expected to provide appropriate supervision for their child during the first 5 days of suspension or exclusion, ensure that their child is not present in a public place during school hours without reasonable justification and, if invited, to attend a reintegration interview at the school with their child.

4. School rules that apply at all times to all members of the school community

The Pupil Expectations at Stewards Academy are recorded as three categories:

‘Ready, Respectful and Safe’:

READY

- **Arrive Punctually**
- **Wear Perfect Uniform**
- **Bring your Equipment.**
- **Remember your Homework.**

RESPECTFUL

- **Follow Instructions**
- **Listen Attentively**
- **Speak Appropriately**
- **Respect your surroundings.**

SAFE

- **Be Kind**
- **No Mobile Phones (or other prohibited items)**

The following items are not allowed in school under any circumstances:

- Alcohol and drugs including “legal highs”.
 - E-Cigarettes, Cigarettes, matches, and lighters
 - Chewing gum
 - Weapons of any kind or instruments/substances intended to be used as weapons.
 - Material that is inappropriate or illegal for children to have, such as racist or pornographic material.
 - Mobile phones, electronic devices, smart watches, and earphones/pods of any description (unless used when supervised by a senior member of staff)
 - Aerosols
 - Any article which a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)
 - Any other item that causes nuisance to others in school and has been specified as a prohibited item.
- **Personal Space**
Including child-on-child sexual violence and sexual harassment (see section 4.5)
 - **Talk to Us**

A behaviour curriculum defines each of the expected behaviours (pupil expectations) and is explained to the pupils using the academy’s ‘STEPS to EXCELLENCE’ statements, which are shared with pupils at the beginning of each year and when focusing on a particular aspect of the pupil expectations (Foundation Focus) within the school calendar. All staff are clear of their responsibilities which are set out in the STEPS to Excellence Statements which are made available on the academy website.

4.1 Routines

The school has begun to employ a number of routines that are communicated to staff and pupils and implemented consistently across the academy. Routines allow for repeated practice that reinforces the behaviours expected of all pupils. Establishing and rehearsing these routines helps to create a calm environment.

There are further routines that will be developed during the academic year, and these will be shared with parents before implementation. All routines are made available on the academy website.

4.2 Drugs

The school will not tolerate drug use of any sort on school property or during off-site school activities and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Pupils may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or using drugs.

Prescription drugs

Carrying, supplying, or using prescription drugs without lawful reason could result in a permanent exclusion.

Non-prescription drugs

Some over-the-counter drugs can be harmful if misused. We advise that pupils should not carry these in school. If they need medication, they can go to the school nurse.

Medication

We are aware that it may be necessary for some pupils to take medication during the school day. Parents should make the school aware of this in writing as soon as their child starts taking the medication. Further details around medication are set out in the **Pupils with Medical Conditions policy**.

4.3 Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any pupil involved in any alcohol-related activity may be permanently excluded.

4.4 Behaviour Outside of School Premises and Online

The school may sanction pupils for misbehaving outside of the school premises and online. Conduct outside the school premises that may warrant a sanction include:

- When taking part in a school-organised or school-related activity
- When travelling to and from school
- When wearing school uniform
- When in some other way is identifiable as a pupil of the school
- that could have repercussions for the orderly running of the school.
- that poses a threat to another pupil.
- that could adversely affect the reputation of the school.

The school makes it clear that the same standards of behaviour are expected online as offline, including bullying, the inappropriate use of language, the soliciting and sharing of nude or semi-nude images and videos and sexual harassment, with the same principles and sanctions applied.

Any of the sanctions listed in section 6 may be applied where deemed reasonable, including permanent exclusion.

4.5 Mobile Phones and Other Electronic Devices

The academy has a 'no mobile phone' policy, that includes other electronic devices, such as smart watches, gaming devices, and earphones/pods of any description. Pupils are not permitted to use or access their mobile phones (or any other electronic device) during the school day, unless supervised by a senior member of staff under particular circumstances (see phone zones below). Pupils are permitted to bring their mobile phones to school to be used on the way to and from school. On arrival at the school gates, phones should be switched off and stored in either their zipped blazer pocket or their school bag only. Other electronic devices are not permitted in school and should be left at home.

Staff who see or hear a mobile phone/electronic device during the school day are directed to confiscate it immediately before taking it to the Senior Leadership Offices to be stored securely. This infringement will be logged on ClassCharts by the receiving member of staff.

On the first occasion the phone/electronic device will be returned at the end of the school day. Pupils will need to report to the Leadership Offices and present their academy pass to receive their phone. On the second occasion the phone/electronic device will also be returned at the end of the school day as above, but in addition parents/carers will be notified by the PSM, informing them on the next(third) occasion that the parent will be required to collect the phone/electronic device from reception. On the third occasion, the phone/electronic device will be confiscated for parents/carers to collect at a pre-agreed time from the school reception. Parents will be notified of this by the PSM.

If a pupil does not co-operate, then the member of staff will contact a PSM or a member of the Leadership Team, who will facilitate **a parent being asked to come into school and to take the mobile phone** away with them. If a student refuses to hand over their mobile phone, it may be classed as defiance/failure to follow instructions and may result in further sanctions, including a suspension.

Following the third infringement or a suspension related to phone use, students will have to hand their mobile phone into the Senior Leadership Offices at the start of the school day for collection at 3.15pm for one full week. Any further infringements may result in an indefinite mobile phone ban in the Academy and further disciplinary sanctions.

In addition, there will be two phone zones that are supervised by members of staff at break and lunch. A pupil will be permitted to use their phone briefly at break or lunch to contact parents after seeking permission from the member of staff. They will need to have a good reason to do so, such as: needing to contact a parent about being late home from school; receiving an urgent reassuring update about a sick relative; or asking a parent to bring vital equipment or their lunch into school.

Mobile Phones/electronic devices are not permitted in the changing rooms under any circumstances. Pupils must either give their mobile phone/electronic device to their PE teacher or store it in one of the phone lockers provided. Any mobile

phone/electronic device found in the changing room will be confiscated and any use of a mobile phone/electronic device will in most cases result in a **Suspension**.

4.6 Child-on-child Sexual Violence and Sexual Harassment

The school makes clear that sexual violence and sexual harassment are not accepted and will not be tolerated. Staff are instructed to challenge all such behaviour between pupils, including the use of sexualised language. It is made clear that sexualised language is not to be acceptable as 'banter' as this can lead to the normalisation of an unsafe environment. Staff are instructed to refer such behaviour that is deliberately invented or malicious to the DSL; the school will seek external support and make referrals where necessary.

This behaviour may result in sanctions being applied, including permanent exclusion.

4.7 Suspected Criminal Behaviour

Where criminalised behaviour is suspected, an initial assessment will be made to decide whether the incident should be referred to the police, gathering only enough evidence to establish the facts of the case. The school will retain the discretion to continue the investigations and enforce sanctions in liaison with the police, so not to conflict with police action.

Criminalised behaviour may result in sanctions being applied, including permanent exclusion.

5. Bullying

Bullying is defined as the repetitive, intentional harming either emotionally or physically of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time.
- Difficult to defend against

Stewards Academy wants to make sure that all pupils feel safe at school and accepted into our school community. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our behaviour policy and will not be tolerated.

Bullying can be verbal or physical, by person or by electronic, on-line, or written means and can be directed at both staff and pupils. The school practices a preventative strategy to reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and everything we do at the school. It is made very clear to pupils what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action. The academy has clear processes for 'Conflict Resolution' and bullying and utilises restorative meetings and conferences. Student Contracts are also used where necessary. Pupils are encouraged repeatedly to 'TALK to US', this being one of the pupil expectations.

If an allegation of bullying does come up, the school will:

- take it seriously!
- provide support and reassurance to the pupil.
- act as quickly as possible to establish the facts and ascertain whether bullying has occurred.

If it is deemed that bullying has taken place the school will:

- record, report, and deal with it rigorously.
- make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and the school will make sure that they understand what they have done and the impact of their actions.
- ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used.

- consider whether exclusion is appropriate considering the circumstances.

Sanctions may be applied where deemed appropriate, including permanent exclusion.

For further details the **Anti-bullying Policy** should be consulted.

6. Disciplinary sanctions

Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline students. Stewards Academy operates using the following disciplinary measures:

When a pupil is not meeting our expectations one or more of the following sanctions may be applied:

- Reminder of Pupil Expectations in the Classroom (issue of negative point) – Classroom Reminder
- Direction to ‘Afternoon Prep’ – restorative same day or next day detention
- Department classroom exchange (pupils asked to work in an alternative classroom for a lesson).
- Removal from a lesson due to disruptive behaviour (SLT Removal)
- On Call Intervention (duty manager intervention)
- Parking (pupils ‘parked’ in an alternative space for a lesson) or use of break-out areas in the Bridge.
- Reminder of Pupil Expectations during social times (negative point) – Community Conduct
- Loss of social time (detained at break and lunch) – Community Correction
- Internal Seclusion session (half or full day)
- Saturday Detention (except during a weekend preceding or following a school holiday)
- Additional written task (e.g., to reflect on the issue that arose)
- Community Service (e.g., litter picking)
- Reallocation of class (either temporarily or permanently)
- Confiscation of prohibited item, including requesting a parent to collect the prohibited item. Please see section 4.5.
- Removal from enrichment activities provided by the academy. This may include residential trips.
- Suspension
- Permanent Exclusion

Examples of situations which might result in sanctions being applied are:

- Poor punctuality / lateness
- Infringements of uniform standards
- Not bringing correct equipment to lessons
- Not completing or handing in homework on time
- Not following instructions (including getting out of seat without permission)
- Speaking inappropriately (calling out or shouting across the classroom, rudeness, swearing)
- Not respecting the school site (litter, graffiti etc.)
- Being present in prohibited areas at break and lunch
- Being unkind to other pupils
- Bringing in or using prohibited items, including mobile phones or other electronic devices
- Inappropriate use of academy equipment (further details can be found in the **Academy’s Acceptable Use policy**).
- Not respecting personal space (rough or unruly behaviour in the corridors or during social times, shouting in the corridor or classroom, interfering with others’ belongings, touching others without their consent)

Examples of a more serious incident might involve:

- Incidents of child-on-child abuse: bullying which includes cyber bullying.
- Incidents of child-on-child abuse: sexual assault or abuse
- Abusive language to staff or other pupils
- Persistent defiance and refusal to follow instructions.
- Theft
- Vandalism to school property
- Inappropriate behaviour outside school buildings out of school hours

- Bringing the academy into disrepute
- Bringing in or using any item that is intended to cause harm.
- Bringing banned substances (legal and illegal) on to school site
- Inappropriate behaviour outside of school that holds the school in disrepute.

Sanctions are adapted relating to the seriousness and frequency of the behaviour and the underlying context of the situation. The general principles of escalation are given in the Sanctions Protocol (Appendix 2).

Community Correction

Community correction will be awarded to those students that fail to meet expectations during social times or within social areas of the school. Pupils that are placed in community correction will be expected to report to the hall at each break throughout the day (Lunch orders will be taken at the morning break). Upon arrival pupils will register their attendance with the member of staff on duty. Staff will ensure that pupils are permitted time to use the toilet.

Community correction will be staffed by a member of the leadership team. Pupils and parents will be notified via ClassCharts and via their tutors. Issues deemed to be unacceptable may include.

- Any type of physical or verbal abuse to any member of the school community.
- Failure to follow staff instructions.
- Vandalism of the school facilities or environment.
- Running or charging through the corridors.
- Pushing and shoving on the way to lessons
- Encouraging or being in the vicinity of any incident that is in breach of the school's behaviour protocols.
- Failure to move around the school building in a quiet manner that may cause disruption to others including pupils and staff.
- Use of mobile phones

Afternoon Prep

Pupils that have been placed in Afternoon Prep will be expected to go to the Flexi-suite afterschool for a duration of 30 minutes. If they do not attend the sanction will be reset the following day for a duration of 45 minutes. Pupils may be collected from P4 and escorted to the Flexi-suite. Pupils failing to attend the upscaled Afternoon Prep will be serve a half-day internal seclusion.

Green Room

The Green Room is a supervised area in school where pupils serve any internal seclusion. An internal seclusion may be for half a day or one full day only. Pupils may also be 'parked' in the Green Room for one lesson or the remainder of one lesson when they are removed from a lesson following an On Call. Pupils may also be parked in the Green Room for a short period of time while an investigation into an incident is taking place.

Poor conduct in this facility is likely to result in a suspension.

Break-out areas

Pupils that are educated in the Bridge have dedicated spaces that can be used with permission to self-regulate away from the classroom. These areas will also be used to park pupils that have been removed from lessons elsewhere in the school.

Off-Site Direction

An Off-site Direction may be used in exceptional circumstances with the intention to improve a pupil's behaviour. This will be used when other internal interventions have been exhausted. An Off-Site Direction will require a pupil to attend another educational provider for a pre-determined period.

6.1 Searching and Confiscation

The Education and Inspections Act 2006 authorises our members of staff to use confiscation as a disciplinary sanction if it is lawful. This means that staff may confiscate or seize items in the possession of pupils that are illegal or banned by the school. It is our first priority to ensure that pupils are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other pupils or themselves will be taken off pupils without notice.

A teacher or someone who has lawful control of the child can search a pupil **with their permission** to look for any item that the school's rules say must not be brought into school. Headteachers and other members of staff authorised by them have the power to search a pupil **without the pupil's consent** if they suspect they are in possession of prohibited items. The member of staff must be of the same sex as the pupil and another member of staff should be present at the time as a witness. Prohibited items that can be searched for without consent include:

- knives or weapons
- alcohol
- illegal drugs
- legal highs
- stolen items
- e-cigarettes, tobacco, and cigarette papers
- fireworks
- pornographic images
- articles that have been or could be used to commit an offence or cause harm.

The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this. When an incident involves nudes or semi-nudes, the member of staff should refer the incident to the Designated Safeguarding Lead.

Any cigarettes and e-cigarettes confiscated in school will be destroyed.

All staff are instructed to read the Searching, Screening and Confiscation at School guidance ([link](#)).

6.2 Use of force (Positive Handling)

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil);
- causing personal injury to, or damage to the property of, any pupil (including him or herself); or
- prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise.

Stewards Academy does not encourage the use of force and it will be used very rarely in special circumstances, as a last resort. There is no definition of when it is reasonable to use force, and every situation will have to be judged by the person in charge.

All staff at the school have the authority to use force when reasonable, and this extends to any other person whom the head has given the responsibility to be in charge or in control of the pupils. Staff can also use this power when they are lawfully in charge of pupils but off the school premises – i.e., on a school trip. Staff are instructed to read the **Use of Reasonable Force in Schools – advice for school leaders**, staff, and governing bodies ([link](#)). Senior Staff and pastoral staff have been trained in positive handling techniques. Staff members are not expected to place themselves in situations where they are likely to suffer injury as a result of their intervention.

Following serious incidents involving the use of force, staff will report this to a member of the Leadership Team, and the school will speak to the parents concerned. Such serious incidents involving the use of force will also be recorded by the school, in the Bullying and Serious Incidents Log. For more information consult the **Positive Handling Policy**.

7. Attendance

Regular attendance at school is required by law, and Stewards Academy takes attendance very seriously. There is a register taken daily and at the start of each lesson, and disciplinary action will be taken against any pupils who are discovered to be truanting or are repeatedly late. Parents or carers will be contacted to discuss possible reasons and school support systems that could help. More information can be found in the school's **Attendance policy**.

8. Uniform, appearance, and equipment

Effective teaching and learning need proper organisation, and this starts with a smart and tidy appearance which helps to instil discipline and pride in appearance in pupils and reduces the risk of distraction in lessons. The standard uniform is as follows:

Blazer	Black blazer with school badge
Jumper	Long sleeved 'V' neck plain black jumper (optional) (Round-necked sweatshirts or labelled alternatives are not permitted)
Skirt	Black knee length pleated skirt (The academy reserves the right to determine what is deemed appropriate skirt length)
Trousers	Plain black trousers Trousers should not be denim, cord, lycra material or hipster style. The bottom of trousers should sit on the shoe and not cling to the leg.
Shirt	Plain white shirt with a collar that buttons to the neck - may be either long or short sleeved.
Shoes	Plain black shoes (not open-toe design, trainers, pumps or canvas shoes, no stilettos, mules, sling backs or boots, no coloured laces or stitching). A 'Kickers' style shoe is permitted but lacing and stitches should be black.
Socks/Tights	Girls - Plain white or black socks (below the knee or ankle length – trainer or over-the-knee socks are not permitted) or black tights. Boys - Plain white or black socks.
Tie	Stewards tie. The top button must be fastened, and the tie knot placed at the collar of the shirt. The academy crest should be displayed 6 or more times.
School Bag	Able to fit an A4 folder; fashion bags are not considered suitable.
Outdoor Coats	Most forms of sensible outdoor coats (preferably dark in colour and waterproof) are acceptable. Casual leisure wear items (such as hoodies, zipped, denim or leather jackets) are not regarded as suitable for school. Sweatshirts or hoodies of any description do not qualify as coats and are prohibited. Coats can be worn in corridors and outside but removed when entering a learning space. Hoods should not be worn up in school.
PE Kit	<p>Compulsory Items: Plain black shorts or skort or black shorts or skort with Stewards Crest Plain black sports top or black and gold sports jersey with Stewards Crest Black football socks Trainers (no plimsolls) Black swimming costume/trunks and swimming cap PE bag (drawstring bags with logos are available but not compulsory) House T-shirt with or without Stewards Crest (Bravery - Orange; Fortitude – Blue; Prowess – Purple; Valour – Red)</p> <p>Optional Items: Plain black tracksuit or black tracksuit with Stewards Crest Plain black sports leggings Black base layers/skins (to be worn under PE kit) Football boots - boys and girls (moulded or screw in studs)</p> <p>Other items as required:</p>

	<p>Towel and wash kit Asthma pump as appropriate Large water bottle Sun cream and hat (summer months) Hair bands for long hair</p> <p>Recommended items: The PE department strongly recommend that all pupils wear protective clothing such as mouth guards and shin pads for rugby and football.</p>
Hair & Beauty	<p>For those pupils following the Hair & Beauty course only: Black tunic or black polo shirt to be worn with black school trousers.</p>
Lost Property	<p>The academy cannot accept any responsibility for lost items. Please label all clothing and bags with your child's name.</p>

Clothing items can be purchased from the following suppliers:

- TOP FORM, 90-91 The Stow, Harlow CM20 3AP, telephone 01279 434813
- CREATE IDENTITEE LIMITED, Unit 43, Greenway Business Centre, Harlow, CM19 5QE, TEL: 01279 456016

All items except for the school blazer badge and school tie can be purchased from other major retailers.

The following standards are also applicable to all pupils:

- Hair styles should be neat and simple, avoiding extremes of fashion such as unnaturally coloured hair, shaving or large or prominent hair accessories. (The academy reserves the right to make the final decision on what constitutes an extreme hairstyle.)
- A wristwatch and one small pair of stud earrings (one in each ear) may be worn but **no smartwatches or other jewellery.** No other piercings are not permitted (plastic retainers or plasters over additional piercings may be permitted for new ear piercings for 6 weeks only). **Facial piercings and body piercings are not permitted under any circumstances.**
- Pupils are allowed discreet make-up only. (The academy reserves the right to make the final decision on what constitutes discreet make-up.)
- Nail varnish, false nails or false eyelashes are not allowed.
- Other accessories such as sunglasses, scarves and gloves are not permitted to be worn in the classroom.
- Face coverings are permitted in corridors and social areas but should be removed when seated in the classroom.
- During the summer months of June and July pupils must have their blazers with them but can choose not to wear them unless directed otherwise.
- On non-uniform days parents should ensure their child is dressed appropriately for a working school day. No ripped jeans or cropped tops are permissible.

The school uniform should be worn by all pupils in Year 7 through to Year 11.

Uniform Gate

Upon arrival in the morning, pupils will be met at Student Services by members of the Pastoral and Leadership Teams who will check the standards of uniform. Pupils failing to meet the required expectations will be directed to the PSMs, where they will be provided with missing items of uniform (blazer, shoes, tie etc) or be asked to remove prohibited items. Pupils will be expected to hand in their phone in exchange for borrowed items of uniform, which will be returned at the end of the school day when uniform items are returned. Prohibited items such as jewellery or a sweatshirt or any other item that does not form part of the

uniform may also be confiscated. These can also be collected at the end of the school day. Pupils may also be asked to remove false eyelashes and/or nail varnish.

If a pupil fails to meet the required uniform standards parents will be contacted, persistent defiance may result in a Seclusion or Suspension.

Any item not permitted as part of the uniform policy may be confiscated.

Exceptions to the above may be permitted in exceptional circumstances following agreement by the school. Exceptions to the uniform policy for any extended period, will only be made when supported by medical evidence. Pupils that have been permitted exceptions will be issued with a uniform card, which they should present as requested to any member of staff.

Essential equipment

This equipment is required for every lesson and will be checked daily by tutors:

- Lanyard and Academy Pass (provided by the academy *) - to be worn at all times.
- Suitable school bag (large enough for an A4 folder)
- Pencil Case
- Black pen
- Blue pen
- Ruler
- Pencil
- Independent Study Folder (provided by the academy*)
- Personal reading book*, which can be borrowed from the academy library.

Other Usual Items

- Geometry Set
- Scientific Calculator (for use at home)
- Glue stick
- Highlighters
- Colouring pencils

Pupils following the Hair & Beauty course only: Hairdressing Training Head.

*Lost or damaged items will need to be replaced at cost

9. Rewards policy

Stewards Academy believes that it is important to encourage good conduct throughout the school by celebrating and rewarding good behaviour. Across the school, both inside and outside the classroom, staff consistently use a rewards system that provides pupils with opportunities to be recognised and praised for their academic achievements, progress, contributions to the school community and behaviour.

- The ClassCharts positive points programme forms the foundation of our effective rewards system at Stewards Academy. ClassCharts positive points provides instant recognition for a pupil's progress in school. Pupils can be recognised for a range of achievements which include outstanding pieces of classwork or homework; exceptional efforts in class; an act of kindness or generosity or a demonstration of superb progress. ClassCharts positive points are used consistently and fairly across the whole academy and are regularly monitored and celebrated by the Leadership Team, Pastoral Team, and Form Tutors. Parents are also informed of the positive points awarded to their child through the ClassCharts app. At specified points in the year, pupils can 'spend' their positive points to access rewards such as equipment, a lunch pass or eligibility to participate in a rewards day trip.
- The academy HOUSE system also celebrates success through healthy competition, with house points shared and celebrated regularly, with house cups awarded at the end of the academic year.
- On a weekly basis, tutors are asked to nominate one of their tutees to attend 'Hot Chocolate Friday' with the Headteacher to celebrate a particular effort or achievement.
- Certificates are issued for a whole host of achievements throughout the year, with postcards home and positive phone calls to parents also rewarding pupils for their efforts.

- Achievement is also recognised on the academy screens across the academy and in assemblies and community briefings.
- Badges are awarded for a whole host of achievements.
- The Phoenix Challenge affords the opportunity for pupils to bring together their successes to achieve bronze, silver, gold, and platinum accreditation.

10. Complaints

The school has a standard complaints procedure. We encourage parents to take any complaints or concerns to a staff member or the headteacher, and the school will do everything in its power to help resolve conflict or complaints swiftly and effectively. For details of the full complaints procedure see our **School Complaints policy**.

Signed by

	Chair of governors	Date:
	Headteacher	Date:

This policy will be reviewed annually.