Empowering all to achieve

Severn Vale School
An Academy

Behaviour Policy

Date of Policy	September 2026
Date of Next Review	September 2027
Staff Responsible	Deputy Headteacher – SMB
Reference	Staff shared area/staff development/school policies
School/Governor Policy	Governor

Rationale

At Severn Vale School, we have the highest expectations of our students in every way. This includes their conduct and behaviour in lessons, around school and towards other people.

We believe behaviour is a choice. Students either choose to behave appropriately or not. Those who make positive choices are praised and rewarded. Those who do not behave appropriately choose consequences for their actions which will have disrupted their own and the learning of others, disrespected others or have not met our expectations in other ways. This policy sets out these expectations. It also provides our framework for a clear and consistent process to:

- rewards/recognise students when they get it right
- deal with student behaviour and conduct in accordance with DfE guidance.

Students choosing not to meet our expectations may be supported via the Graduated Pathway as appropriate.

Aims

This policy aims to:

- provide a framework for the smooth running of the school
- ensure that students are praised for their positive choices and actions
- ensure there is a calm, purposeful environment to enable high quality teaching and learning to be the priority for all
- encourage our students to become well rounded, courteous and sociable young adults through consistently applying clear boundaries, high expectations and role modelling social norms and values
- provide a consistent and clear guide for staff when dealing with incidents of poor behaviour

Application

This policy applies to all members of the Severn Vale School community – teachers, students and parents. Reasonable adjustments, however, will be made for SEND students as appropriate and in consultation with the SENDCo.

Expectations and processes

We have high expectations of our students at Severn Vale School because we know that high standards of behaviour, attitude and conduct impact significantly on the ethos of our school community. These expectations link to our school values of Courtesy, Compassion, Honesty, Integrity and Perseverance; they also support our five basic expectations:

1. Arrive on time to school, (equipped for the day)
2. Be smartly dressed in the correct uniform
3. Be punctual to lessons and engage to the best of your ability in disruption free learning
4. Conduct yourselves sensibly and appropriately at all times around school – including break, lunch and during transitions
5. Take responsibility: for your choices and actions – especially if/when you get things wrong

When students get things right and make good choices they will be praised; when they get things wrong, we have a range of systems and sanctions to help students remain on track.

Praise

Praising students when they make good choices is a central tenet of our Behaviour Policy. As a staff, our intention is to "*catch students being good*". To this end we have a wide-ranging praise system that is integral to our behaviour system.

The "P" System

We operate a system to ensure that the positive work and actions of our students is recognised and rewarded. Students can be rewarded with a P1, P2, P3, P4 or P5 as explained below. All P3/P4/P5s are recorded on the school's management information system so that a permanent record of the praise is kept.

- **P1 / P2** – Verbal Praise – recorded with students' names likely being written up on the board
- **P3 Certificate** – when a staff member feels that a student's work or actions have gone above and beyond expectation they will reward that student with a P3. A P3 Certificate is generated and this is emailed home on Friday of each week.
- **P4 Certificate** – these are awarded by Middle and/or Senior Leaders. They may be for performance in lessons, extracurricular activities or other positive actions around school. P4 Certificates are emailed home in the same manner as P3s, once a week, on a Friday.
- **P5 Headteacher Certificate** – these can only be awarded by the Headteacher at his discretion. These are for actions or work that is worthy of being praised at the highest level. P5 Certificates are also emailed home once a week, on a Friday.
- When students reach **50, 100 or 150 praise points** they are awarded a certificate and badge in Line up. This is followed up with a letter to parents.

Rewards in line ups

Every morning begins with a line-up. These are a key element of our school's sense of community and help ensure every student has a calm and purposeful start to their school day.

Every Friday we hold our weekly praise line ups. A draw takes place in all year groups line ups. Students are entered into the draw each time they are awarded a P3,4 or 5. Their names remain in the box for the remainder of the term in which they were awarded the P3, 4 or 5. The more times a student gains a P3,4 or 5, the more time that their name goes into the draw, increasing their chances of winning. Two names are drawn out and these students are rewarded with a chocolate bar.

A similar process takes place each Monday based on the 'Strive for 5' strategy to celebrate the importance of attendance to school.

In addition, each year group also has extra praise in the Friday line ups. In every year group each tutor provides a tutee of the week with a reason and the Head of Year and Assistant Headteacher also choose students of the week. These students' names are read out with the reason and they are also rewarded with a chocolate bar.

Subject Students of the Term

On the final Friday of each term line-up is handed over to curriculum areas with the subject awards taking place. Each department nominates three students who have stood out in their area over the term. These students are then rewarded with a subject badge to be pinned to the lapel of their blazer.

A letter is also sent home to inform parents of their son/daughter being nominated for this award.

In addition, we celebrate student success during three praise assemblies, per year group, each academic year.

Headteacher's weekly communication

Each week the headteacher writes to all parents. Within this communication he highlights the achievements of certain students.

Praise Wall

As you enter reception at Severn Vale School there is a *'Praise Wall'*. This is a wall of photographs of students to highlight their achievements. This celebrates the eclectic range of academic, sporting and extracurricular achievements of our students both in and out of school. The wall is regularly updated to reflect recency. Each term the students with the most praise points are photographed and put onto the praise wall.

A letter is sent home to the parents of each of these students.

Annual events

Severn Vale School operates a number of annual celebrations of student achievements. These include:

- **The Year 7-10 awards evening**. All subjects nominate and award students who have excelled in their areas. Awards are given out for Academic Achievement and Academic Progress. The winners receive framed certificates and subject badges. Each subject area has a 'praise wall' which features photographs of the winners. These take pride of place on entry to each departmental area. Parents are invited to this event to share in the celebration of success.
- **Sports Presentation Evening**: The Sports Presentation Evening is a chance for students and parents to share Severn Vale School's sporting achievements over the last academic year. The evening includes pictures/ videos and the presentation of awards to students. These awards include:
  - Half and Full Colours (2 and 4 years respectively) - for continued commitment and representation in a chosen sport.
  - Individual Sport Awards - a nomination from each year group with one overall winner.
  - The Fair Play Award - this award is given to two Year 8 students who have displayed the correct, positive and fair attitude towards sport and who are excellent role models to their peers.
  - The coveted 'The Martin Shipway Trophy' - this award is awarded to two Year 10 students who have demonstrated excellent commitment, sportsmanship and ability in a range of sports over four years.
- **Year 11 Graduation Evening**. Each November the previous academic year's Year 11 cohort are invited back for an awards evening. At this event each subject area gives out awards for Academic Achievement and Academic Progress based on the GCSE results. The following awards are also presented by the headteacher:
  - Headteacher's Award for Outstanding Academic Achievement
  - Headteacher's Award for Outstanding Academic Progress
  - The Adam Wyatt Award for Perseverance
  - The Jane Smith Award for Resilience

Order Assessments Awards

3 times a year every student in KS3 completes order assessments in English, Maths and Science. These are an important indicator of academic progress and are given a high priority in the school. In recognition of achievement and/or progress in the Order Assessments, students are awarded certificates and P4s issued by the Subject Leaders for English, Maths and Science. The certificates have 8 categories:

- English achievement
- Maths achievement
- Science achievement

- Academic achievement
- English progress
- Maths progress
- Science progress
- Academic progress

Achievement awards are awarded to the students with the highest scores. Progress awards are awarded to the students who have made the most improvement from their last order test result. The Academic achievement and Academic progress awards are awarded using an average overall in English, Maths and Science. These are awarded to the top 10 in their year for each category.

The top 3 students in each year group are awarded P5s and meet the headteacher. This is to recognise the outstanding effort required to be in the top 3 in a year group of over 270 students.

And finally, in addition to the formal methods of praise outlined above, we also celebrate that much of our daily praise is informal – where we recognise and acknowledge each other doing wonderful things and being excellent members of our school community with a 'well done', a 'thank you', a smile or simply a thumbs up. Every day, there is a great deal to celebrate in all kinds of ways.

Behaviour

Part 1: Classroom Behaviour

Classroom Expectations

At Severn Vale School we believe that no student has the right to disrupt the learning of others. Teachers have the right to a disruption free classroom in which they can teach and students can learn. On a lesson by lesson basis, students will have one simple choice, to be in class working hard and progressing with their learning or to be isolated from their peers for a period of one working day so that the learning of others is not disrupted.

There are three simple rules for every classroom:

Rule 1 – YOU MUST work to the best of your ability
Rule 2 – YOU MUST ensure your behaviour does not disrupt the learning of others
Rule 3 – YOU MUST follow staff instructions without question

Classroom Referral Procedures (C3R)

C1 – Verbal warning
If a student fails to meet any of the simple expectations outlined above, they will be issued a 'C1' along with an explanation of why it was given and how they can put this right. It is likely their name will be placed on the board.

C2 – Second and final verbal warning
The second time the student chooses to ignore the rules of the classroom they will be given a clear warning as to the consequences of any further poor choices. A note that the students has received a C2 will likely be made by their name on the whiteboard.

C3 – Referral (C3R)
The third time during a lesson that a student fails to meet these expectations they will be sent to the referral classroom for a period of one working day. The student is expected to report immediately to the Referral Suite Office. The teacher will then e-mail the Referral Suite team to inform them that a student has been sent. No details are required at this point.

The teacher should – at a later point that day – record the C3R on Arbor

The teacher should, where possible and appropriate, go to the referral classroom between 3.15pm and 3.30pm (or earlier if possible) to have a restorative conversation with the student they have sent where the student will be reminded of what they did wrong, why it disrupted learning and what needs to be done differently next lesson.

The teacher should also ensure that they contact the parents / carers of the student they have sent either by phone (preferred) or by e-mail, ideally before 5pm on the day of the C3, to ensure clarity of communication over the incident which led to the C3R. The earlier this conversation takes place, the better.

If a student refuses to leave the classroom having been issued a C3, the member of staff should send a student to reception to request assistance. If the student then complies, they will begin their time in the Referral Suite (likely to be one day in the Reflection Classroom and one day in the Referral Classroom). If the student refuses to comply, no other member of staff will be called and a suspension will be issued. On returning to school, the student will complete a day in the Reflection Classroom and then a day in the Referral Classroom.

Students have access to toilets before school, during transition, at break and at lunch. This means the longest they must go without access to the toilet is 55 minutes. Students will not routinely be given permission to access toilet facilities during any lesson. Exceptions are made for those with a Toilet Pass.

Health and Safety Referrals

Science and ADT

For a serious breach of health and safety regulations in Science and ADT, a C3R can be issued immediately. These are issued for incidents which injure or endanger another person in the classroom.

In this instance, details of the incident must be sent as soon as possible to both the SL and the relevant HOY in addition to the BAL.

Other subject areas

In the case of other incidents which injure or endanger another student in the classroom, the student should be sent to the referral classroom in the first instance and details of the incident should be referred to the HOY/Assistant Head as soon as possible.

Part 2: Behaviour outside the classroom

Expectations

We expect:

- Civilised behaviour from all Severn Vale Students around school site and in the wider community
- Students to be polite and courteous at all times to all people
- Students to comply with uniform expectations at all times
- Students to respond to staff instructions first time, without question
- Students to follow the “Golden Rule” at all times

Application

Our behaviour policy covers behaviour not only within school but also outside of school, as directed in the DfE guidance: Behaviour in Schools (2024). We will sanction students, up to and including Permanent Exclusion, for any behaviour which contravenes our policies when a student is:

- Taking part in any school-organised or school-related activity, or travelling to or from school and wearing our school uniform, or in some other way identifiable as a Severn Vale School Student.

Or for behaviour which at any time:

- Could have repercussions for the orderly running of the school, or
- Poses a threat to another student or member of the public, or could adversely affect the reputation of the school.

Students are expected to demonstrate a high standard of conduct on the journey to and from school as each person is expected to be a **positive walking advert** for our school.

Failure to comply

If a student fails to meet the behaviour expectations outside the classroom, they will be spoken to by the member of staff dealing with the incident. The member of staff can then issue a Behaviour Point (BP) as appropriate. Behaviour points can be issued for:

- Uniform infringements e.g. not having shirt tucked in, having to borrow items of uniform on a regular basis
- Chewing gum (this also applies inside a classroom)
- Poor behaviour at break, lunch or during transition times
- Swearing

Behaviour points should be entered on Arbor

At the end of each day, Behaviour Points which have been issued that day and those issued over the past 5 school days will be analysed.

A student will be placed in the referral classroom if they accumulate:

- 3 BPs in one school day
- 5 BPs over the previous 5 school days

Staff will be informed of those students needing to attend the Referral Suite for the following day. Parents will also be informed. On the morning of the referral, students will attend line up first, then it is their responsibility to make their way to the Referral Suite immediately from line-up. Any questions about their referral will be answered by the Pastoral and/or Referral Suite teams.

Part 3: Punctuality and attendance to school and lessons

Expectations

We expect all students to be in school on time, be punctual to all lessons and have high standards regarding their attendance to school. We will not tolerate lateness to school or to lessons.

Late means:

- Not arriving to school to be in their correct place in line, in line up, by the time the bell has gone at 8.50am
- Not arriving to lessons in time to be “ready to learn” by the time the lesson bell sounds

We expect all students to remain on school site for the duration of the school day. Where students need to leave the school site (e.g. medical appointment) parents should notify the school in advance and students will be given permission to leave school via the Student Support Office at the appropriate time.

If there is a valid reason for a student to be late in the morning, parents should notify the school in advance so that – upon arrival in school – the student is not marked late.

Failure to comply

Students who arrive late to Line Up will be marked ‘Late’ to school.

Students who arrive late to school during Prep are spoken to about their lateness by their tutor, and are marked ‘Late’ in the register.

Students who arrive late to lessons (i.e. not ‘Ready to Learn’) will be marked ‘Late’ on the lesson register.

At the end of each day, Late marks which have been issued that day and those issued over the past 5 school days will be analysed.

A student will be placed in the referral classroom if they accumulate:

- 3 late marks in one school day
- 5 late marks over the previous 5 school days

As above, staff will be informed of those students needing to attend the Referral Suite for the following day. Parents will also be informed. On the morning of the referral, students will attend line up first, then it is their responsibility to make their way to the Referral Suite immediately from line-up. Any questions about their referral will be answered by the Pastoral and/or Referral Suite teams.

Pastoral Teams and the attendance lead will monitor patterns of lateness as part of their wider attendance monitoring.

Where a student is absent from lesson having been marked present earlier in the day, staff should send a Student Alert email. This will alert the pastoral team to potential safeguarding and/or truancy issues

Where students are truant from lesson or school they will be sanctioned with time in the Referral Suite or suspension, depending on the nature of the truancy. We consider a student 'truant' if they are choosing to not be in the right place at the right time. Eg this could be their timetabled lesson, line-up, prep or choosing to delay their attendance at the Referral Suite when sent by a member of staff.

Part 4: Homework

Expectations

All students are expected to complete their homework.

Application

All students must learn to take responsibility for their learning outside the lesson. Successful completion of homework requires:

- Understanding it when set
- Completing the piece of work set
- Handing it in on time

Part of this responsibility is for students to learn to manage their time, ask questions in advance of due dates, communicate effectively and proactively with their teachers and ensure they are organised in their learning.

Failure to comply

Where homework has not been completed the student will sit a one-hour detention on a Friday after school, 3.15pm – 4.15pm.

- The teacher will issue a homework detention using Arbor
- This detention will be communicated to parents/carers by the Referral Suite team.
- It is the responsibility of the student to check the tutor group boards where HW detention lists are displayed.
- It is the responsibility of the student to see the member of staff who set the detention if they have *any questions* about their detention. This must be done *before the detention starts on the Friday*.

- If a student fails to attend the scheduled Friday detention, they will be placed in the referral classroom during the following week for one full day.
- If a student fails the homework detention due to poor behaviour, they will be placed in the referral classroom during the following week for one full day.
- Students who repeatedly fail to complete homework will be encouraged to take advantage of the support available.

Part 5: Mobile Communication Devices (Phones / Tablets etc)

Expectation

The DfE has made clear its expectation for schools to implement a policy whereby pupils do not have access to their mobile phone throughout the school day including during lessons, the time between lessons, breaktimes and lunchtime. In line with this guidance Severn Vale will enforce a strict mobile phone policy which requires any student who chooses to bring a phone to school to place it into a lockable pouch on entry to the school. This will ensure that mobile devices do not negatively impact learning, safety, or conduct.

Application

- On entry to the school site, students must secure their phone in their locking pouch using one of the designated points located around the school.
- Students are personally responsible for ensuring their phone is switched off and correctly secured.
- Students must then place their secured phone pouches in their school bag.
- Phones must remain secured in the pouch at all times whilst on site.
- Pouches must not be tampered with or forced open.
- Accessing a phone at any time during the school day is not permitted unless instructed to by a staff member.
- Phones must remain in pouches in school bags until exiting the school site at the end of the school day or after an extra-curricular activity if the student is participating in an after-school club.

If a student does not bring their phone to school, we recommend they still bring their pouch in their school bag. This means they will be prepared on the occasions they do wish to bring a phone to school for whatever reason. If a student leaves their pouch at home, they need to go to Student Support and leave their phone there. They will be able to collect their phone at the end of the school day.

The school will not routinely investigate incidents arising from students' use of social media outside school. However, where online activity impacts the welfare of students or staff, disrupts school life, constitutes bullying, harassment or discrimination, or brings the school into disrepute, the school reserves the right to investigate and respond appropriately. Parents should be aware that concerns regarding the impact of social media on young people continue to grow nationally, with the UK Government introducing restrictions on social media use for under-16s from Spring 2027. These measures reflect the serious safeguarding, wellbeing and behavioural risks that can arise from inappropriate online conduct.

Checking

- Any student who arrives to school after prep will be asked to demonstrate that their phone is in their pouch when they sign in at Student Support.
- Checks will take place during the school day for compliance.

Failure to comply

- Any student using, or in unauthorised possession of, a mobile phone not in a secured pouch during the school day will be placed in referral.

- Any student whose phone that is heard or gives reasonable grounds for suspicion that it has been used will be placed in referral. This includes a student using their phone to ring their parent during the school day. NB if a student needs to ring their parent, they can do so at Student Support before the school day begins, at break or at lunchtime.
- Any student whose pouch can be opened or has been tampered with, will be placed in referral.
- Any student who refuses to hand over a phone will be suspended, as this constitutes a serious breach of our behaviour expectations.

Searching

- If we suspect that a student have possession of an unsecured phone the school reserves the right to search students in accordance with the DfE's *Searching, Screening and Confiscation* guidance.
- Searches will be conducted by authorised staff.
- If an unsecured phone is discovered, the student will be placed in referral and the phone will be confiscated.
- Any phone confiscated will be securely stored in Student Support.
- Confiscated phones must be collected by a parent or carer after school between 3.30 – 4.30pm.

Exemptions

We have a small number of students who use their mobile phone to support an identified medical app as part of their management of an ongoing health issue eg a diabetes continuous glucose monitor. These students will be provided with a specific medical phone pouch which will allow the student to access their phone. Clear guidelines regarding how / where / when their phone can be accessed will be given. Students with a medical exemption will be provided with a pass which they must carry with them.

Part 6: Smoking

Expectation

No student will smoke or vape on the Severn Vale School grounds or when dressed in the uniform of our school.

Failure to comply

If a student smokes, vapes or chooses to associate with these activities the consequences will be as outlined below:

- Smoking, vaping, associating with smokers or being found in the possession of smoking or vaping paraphernalia will lead to a day in the referral suite.
- In addition, refusal to hand over smoking or vaping paraphernalia when asked will lead to a suspension
- All paraphernalia will be disposed of by the school.

Part 7: Uniform

Please refer to Appendix B for a full list of Severn Vale School Uniform expectations.

Students are expected to arrive at school in full school uniform. It is the responsibility of the student and their parents to ensure each student has the correct uniform for the start of each day. Students and parents are invited to liaise with Student Support Services and the student's HOY if they are need of support with uniform. We want to help. However, it should not be expected that a problem can be solved by them and subsequently used as excuse from sanction.

Students who choose to wear uniform incorrectly will be issued a Behaviour Point.

Students will have non-regulation jewellery confiscated for a period of one week as well as receiving a Behaviour Point

Certain infringements of uniform policy e.g. unnatural hair colour, facial piercings, false nails, false eyelashes, or simply not wearing the correct uniform repeatedly and/or refusing to remove incorrect nails/ eyelashes/ earrings etc. will result in a student being placed in Referral until the issue has been rectified.

A student who does not have their PE Kit on three occasions within one term will be placed in Referral for one day.

Special dispensation for uniform for medical reasons will only be granted on the receipt of a medical note written by a professional on headed paper.

Reasonable adjustments to the application of elements of this policy for students with specific SEN will be made. This will follow consultation with the SENDCo and will be incorporated into the student's SEN documentation / plans.

Bike Helmets

Bike helmets are compulsory for students travelling to and from school by bicycle or scooter*. They will be checked upon entry to and exit from school. This applies whether students choose to walk or ride.

Where a student rides to school without a helmet, they will be spoken to by a member of staff. In the first instance, students are issues with a behaviour point 'warning'. Subsequent times will lead to Referral on each occasion. Repeatedly arriving to school without a helmet will result in a cycling ban.

At no time will a student be allowed to ride or walk a bike or scooter without a helmet in the sight of a member of staff without being challenged. Should any request be ignored, students will be placed in the referral classroom for one school day.

*It should also be noted that e-bikes/e-scooters etc. are forbidden as a method of transport to/from school.

Part 8: Extra-curricular opportunities, School trips and the 'No-Go' list

We know that the vast majority of students choose to meet our high expectations almost all of the time. We also know that we want all of our students to attend the many activities, trips and events that we offer at Severn Vale School. However, we also believe that, if a student is choosing not to meet our expectations regularly, then they should not be allowed to participate in these activities. This will be, in part, due to the fact that poor behaviour could endanger themselves or others when taking part in the activity/trip/event. However it is largely, in part, due to students deserving to attend these events, or indeed not deserving to.

Therefore, towards the end of every term, we will collate the behaviour data for the previous 'term'. Those students who have repeatedly chosen not to meet our school expectations will find themselves on the 'No-Go' list. Whilst on the list, the student will *not* be invited to take part in a new activity/trip/event, and any activity/trip/event that they are currently due to be part of will be re-evaluated (with the likelihood that they will be removed)*

In addition to this, the pastoral and senior teams reserve the right to withhold a place on an activity/trip/event to a student who is not on the 'no-go' list as a result of significant behaviour concerns that may fall outside of the system outlined above.

Students who need to take part in a 'Curricular' visit due it being a direct part of their course will most likely be allowed to attend even if they are on the 'no-go' list. For example, the GCSE Geography field visit, which is directly linked to part of the GCSE Geography exam.

Finally, even where a student is not on the 'no-go' list, if they are repeatedly (or significantly) failing to comply with school expectations they may have these opportunities removed for an appropriate period of time.

Any student whose behaviour is felt might endanger the smooth running of the trip, or the safety of themselves or others, will not be allowed to attend (including curricular trips such as the Geography field visit)

*For certain 'high ticket' trips (both expensive and a long time in the future), we have adapted this to help both parents and trip leaders as follows: when the trip letter is issued, the No Go list is checked. Any student who has been on the 'No-Go List' more than once in the previous 4 terms will not receive an invite. Once a student is 'on the trip' they will not be removed should they find themselves placed on the 'No-Go List' in the time leading up to departure. Any student not receiving an invite due to the above can work with the trip leader and Mr Horton to see if a reasonable plan can be put in place that meets the requirements of the 'No-Go list'.

Ultimately, students who meet the expectations of the school will find themselves able to take full advantage of all school opportunities.

Part 9: Additional Notes

"Red Lines"

There are some "red lines" that we will not tolerate any students crossing. If they do, it is highly likely that they will be receive the sanction indicated below:

<u>Permanent Exclusion:</u>

An indicative but non-exhaustive list would include:

- Swearing / defiance directed towards the Headteacher
- Bringing recreational drugs into school (including alcohol)
- A weapon of any sort including pen knives and BB guns
- Persistent bullying
- Persistent disruption of lessons
- A physical assault of a member of staff

<u>Suspension from school</u>

An indicative but non-exhaustive list would include:

- Swearing / defiance directed towards a member of school staff
- Multiple C3s
- Refusal to go into the referral suite
- Walking out of referral suite
- Repeatedly failing expectations in the referral suite
- Committing a hate crime against another student
- Serious level fighting

<u>A period of time in the referral suite</u>

An indicative but non-exhaustive list would include:

- Truancy
- Defiance
- Refusal to wear a bike helmet or not bringing a bike helmet to school following a warning to do so (see above)
- Prejudicial or discriminatory language

- Smoking, vaping or bringing smoking paraphernalia into school
- Serious infringement of the uniform guide including those related to hair, nails and jewelry etc. (see above and Appendix B)
- Bringing the school into disrepute
- Low level fighting
- Damage to school property / graffiti

Continued failure to follow our systems in referral will result in alternative provision/Offsite Direction being considered following a meeting with the Headteacher. Further details re Offsite Direction can be found in Appendix C.

Banned Items

An indicative, but non-exhaustive list of items that are banned from our school:

- Chewing Gum (will be place in bin and BP will issued).
- Vapes (Confiscated and handed to site manager. These will not be returned. Parents will then be informed. A day in Referral will be issued).
- Canned drinks and fizzy drinks and glass bottles. Students will be told to pour away the contents and place the item in the bin. If this is repeated, BPs will be issued.
- Electronic devices as outlined in the mobile phone section above.

Malicious Allegations

Where a student makes an accusation against a member of staff and that accusation is shown to have been malicious, the headteacher will discipline the student on a case-by-case basis depending on the nature of the malicious allegation. This may include any consequence up to and including permanent exclusion. The headteacher will also consider the pastoral needs of staff accused of any misconduct

Students who have an Educational Health Care Plan

Students who have an Educational Health Care Plan, identified additional needs or disability will also be expected to follow the school's behaviour policy. However, reasonable adjustments may be made for some individuals whose needs may place them at a substantial disadvantage. Any such students will be assessed on a case-by-case basis. Guidance from the school's SENDCo and appropriate external agencies working with the student will be sought where necessary.

Where a reasonable adjustment to the school's behaviour policy is deemed appropriate, staff will be notified of and/or trained on the student's needs and the reasonable adjustment(s) required.

References:

This policy should be read in conjunction with:

- The Anti-Bullying and Conflict Resolution Policy
- The Searching, Screening and Confiscation Policy and Procedure
- Behaviour in Schools (Feb 2024)
- Exclusion from Maintained Schools, Academies and Student Referral Units in England (Department for Education)

APPENDIX A: The Referral Suite

The Referral Suite is made up of the Referral Classroom, the Reflection Classroom and the Referral Suite Office.

Referral and Reflection Classrooms

Students who are sent to the Referral and Reflection Classroom (as outlined in the Behaviour Policy) will be expected to work and behave effectively for (the equivalent of) one school day. The Referral Classroom consists of the following:

- Each student will be given a workbook to complete evidence of their daily work
- Each student will be given a laptop (and headphones if requested) with which to access online learning lessons in a variety of subjects
- Each lesson, the Referral Classroom staff will award a student with a 'P'ass for sufficient work (minimum two sides of work) or a 'F'ail for insufficient work.
- The Referral Suite has a system of sanctions for students who do not meet the Work and Behaviour expectations. These expectations are clearly communicated each day to students via their workbook and the members of staff in the Referral Suite. These include:
    - Additional lessons (where failed)
    - Removal from Referral Classroom to the Reflection Classroom
    - Two days in the Referral Suite as opposed to one day
    - Suspension

Specific 'pathways' through Referral and Reflection can be obtained from our Referral Suite team.

Appendix B: UNIFORM GUIDE 2026-7

At Severn Vale School, students are expected to be in full uniform. Outlined below are the uniform expectations. Please read them carefully and **if you have any questions, please contact your child's Head of Year before purchasing any item.**

Failure to follow our uniform expectations will result in a student receiving Behaviour Points. It could also result in a student being placed in the Referral Suite until the issue has been rectified. Also, where students repeatedly fail to meet our uniform expectations, they will be placed in the Referral Suite.

We are able to provide support to parents/carers who need help with purchasing uniform for their child – please contact school. On rare occasions, special dispensation for uniform/jewellery for medical reasons will be granted, but only in liaison with staff in our school and on the receipt of appropriate information from a medical professional.

We would like to take this opportunity to thank you, as parents/carers, for your support with our school and its uniform. We are proud of how smart our students look around school and we know from experience that it is also a good indicator of a student's attitude towards our school values and learning environment… just two of several reasons we maintain its high standards without apology.

Uniform - Students are required to wear:

- A branded school blazer and a branded year group school tie
- A plain white formal shirt with a top button, long or short sleeved
- Either tailored black trousers or the branded school skirt.
    - Trousers should meet the shoes and none of the leg should be visible. Trousers *that we consider* "Skinny", "Drainpipe", "Ankle hugging", "Leggings" or any other unsuitable fashion style are not acceptable school wear.
    - The skirt must be worn with the logo visible and should be worn so that it sits just above the knee
- Plain black shoes. Boots are not acceptable.
- *(*Please note – to avoid any issue with trousers and shoes, especially as shop brands are very clever at marketing these items to please young people, please ensure the correct items are purchased and that you ask any questions of school if you are unsure. We can, and want, to help).*





- Plain black or grey socks or tights. Socks should not be higher than knee length. Socks should cover the ankle. Trainer liners are not acceptable socks for school.
- A plain V-necked, medium grey "knitted" jumper maybe worn under the blazer. This is optional. This must be plain, with no logos or branding, like the example below:



N.B. students can continue to wear the existing school jumper.

- An outside waterproof coat can be worn to and from school and during break and lunchtime during cold/wet weather. Please note that no hoodies, denim or leather jackets are allowed to be worn.

Boys PE Uniform

- Branded Severn Vale PE top
- Plain, dark navy-blue shorts. These must not have any branding or logos.
- Dark navy-blue long games socks
- Sports trainers (not daps), any colour
- Football/rugby boots

The following are optional items:

- Plain, dark navy blue rugby top. This must not have any branding or logos.
- Plain dark navy-blue sweatshirt. This must not have any branding or logos. A hoodie is not acceptable.

NB students can continue to wear existing branded PE kit.

Girls PE Uniform

- Branded Severn Vale PE top
- Either one of the following:
  - Plain, dark navy-blue shorts
  - Plain, dark navy blue skort
  - Plain, dark navy-blue sports leggings
  - Plain, dark navy-blue jogging bottoms

  These must not have any branding or logos.
- Sports trainers (not daps), any colour

The following is an optional item:

- Plain dark navy-blue sweatshirt. This must not have any branding or logos. A hoodie is not acceptable.

NB students can continue to wear existing branded PE kit.

Jewellery - The only jewellery which is acceptable is a wristwatch and one pair of *small* plain stud earrings that are worn in, and fit within the area of, the earlobe. Any other form of jewellery is not allowed. Severn Vale School does not allow facial piercings of any kind, including transparent piercing retainers. The school's decision on what is acceptable is final. Please note that students who choose to have piercings during the holidays will

be required to remove them before returning to school. Refusal to remove them will result in immediate Referral.

Hair - No extreme hairstyle or dyed hair of an unnatural colour is allowed. The school's decision on what is extreme is final. This includes tramlines, Mohican, or skinhead-type styles. All students with long hair must tie it back for PE, Technology and Science lessons.

Nails – Nail polish and false nails are not permitted. Students who have false nails put in place during the holidays will need to have them removed before they return to school.

Make-Up – Make-up that is deemed excessive is not allowed at school. This includes: coloured lipstick, mascara, eye shadow and brow liner. False eyelashes are not allowed.

Equipment – Your child is expected to have a *working* pen, pencil and ruler for school. In addition, we expect each student to be equipped with the following subject specific equipment for each relevant lesson: Subject Booklet; English Set Text; Art Folder; PE Kit; Food Ingredients

We also recommend that, in order for your child to have full access to the curriculum, they should also have the following:

- Pencil Case
- Pencil sharpener
- Set of coloured pencils
- Protractor
- Spare pens and pencils
- Rubber
- Reading book
- Scientific calculator – ideally a Casio FX83 or FX85
- Water bottle - reusable
- Spare ruler

Bike Helmets – Bike helmets are compulsory for students to be wearing when travelling to and from school by bicycle or scooter. They will be checked upon entry to and exit from school. This applies whether students choose to walk or ride their bicycle/scooter. (e-bikes and e-scooters are forbidden).

If you are in doubt about the suitability of any item you are planning to purchase, please do contact the school. We can, and want, to help.

Appendix C: Offsite direction

In the section entitled Preventative measures to school exclusion: Paragraph 32 of the DfE's guidance on ***Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement*** makes clear that "headteachers should also consider … an off-site direction (and managed moves) .. as preventative measures to exclusion."

It goes on to make clear that "***Off-site direction may only be used as a way to improve future behaviour and not as a sanction or punishment for past misconduct***."

Offsite direction used by the school currently includes Holmleigh Park's ALP and Bridge Youth Services.

When a student is in a cycle of failure in the referral suite there will have been suspensions and readmission meetings. In the readmission meetings the school will make clear to parents that a potential outcome should there be no improvement is offsite direction. This will be to:

- prevent further suspensions and
- try to break a negative cycle of behaviour and provide a student with a space to reflect on their current choices, whilst benefiting from one-to-one or very small group support available

During the offsite direction, the school will arrange visit by either Head of Year or by the student's Pastoral Mentor if they have one.

Please note that schools have a legal right to put in place offsite direction and do not need parental agreement.