

The Bicester School Code of Conduct and Rewards

Last updated: 09 November 2023

(The staff and governors of the school have ratified this code of conduct.)

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Safeguarding our students in an age of unrestrained use of social media

Mental health issues linked to online bullying and misuse of social media are becoming a national concern for children and adults alike. To protect our students and support the school, we ask that students do not bring mobile phones into school. If they choose to, then phones should be switched off and placed at the bottom of students' bags or handed in to the Pastoral office or Reception for safekeeping. The school will not be held responsible for the loss or damage to students' phones.

In addition, we strongly recommend that parents do not allow their children unsupervised access to social media as this is often a vehicle for bullying and anti-social behaviour, leading to potentially devastating effects on young people's mental health and self-esteem. Outside of school hours, it is parents' responsibility to supervise their children's use of social media, not the school's, and any issues that arise should be reported in the first instance to the Police. If on-line abuse is reported to the school, then we will support the parent in reporting the matter to the Police and in ensuring that the parents of the students causing the offence are made fully aware of the situation and their responsibilities.

1. Rewards and Sanctions Overview

In a large community of 1300 students, it is very important to establish clear boundaries and expectations in the interests of all students and staff. Staff have a right to teach, without disruptions and poor behaviours and students have a right to feel safe and not have their learning continually disrupted by a small minority of students. A uniformity of rules that are applied to classroom conduct, social times, outside of school behaviours, uniform, appearance, mobile phones etc are all in place for good reasons, notably to support students' learning and personal development.

We are especially proud of the school uniform which the majority of our students wear with pride and respect for the school. We are part of an academy Trust, ALET, which has a very strong commitment to ensuring students are work-ready.

2. Rewards (Merits)

To help encourage positive behaviour, we use a range of rewards and sanctions. We have a rewards system that encompasses a variety of responses from house points to attendance prizes and certificates, and a sanctions system that will employ the loss of house points, a short detention, longer detention or being placed on blue report for less serious misbehaviours. In more serious circumstances, red report, internal exclusion in the GCC or fixed term exclusions may be used.

Merit	Value of merit	Awarded by	Milestone	Potential reward
Zero demerits in the week	n/a	Head of Year (HoY)	Prize draw in weekly assembly	Small prize
Zero demerits in the day	5 each day	Tutor, SLT	Should be daily	certificates
Good or exemplary work in class or at home	1-5	teacher	Potentially each lesson	certificates
High level of responsibility shown	Up to 100	HoY, SLT	Across the year	Merit points from Headteacher
Excellent progress or attainment recognition in celebration assemblies	25	Hod	Half termly	Prize draw, subject certificate, tutor recognition
Excellent progress or attainment in CAP reports	100-200	SLT	3 times per year	Prize draw
100% attendance in a full term	100 each term	HoY	3 times per year	Prize draw; certificate
Bronze		HoY, SLT	1000 points	Certificate
Silver		Hoy, SLT	1250 points	Certificate, prize
Gold		HoY, SLT	1750 points	Prize
Platinum		HoY, SLT	2000+ points	Prize
Demerits (points can be lost as well)	C1 = 1 point lost	C2 = 2 points lost	C3 = 5 points lost	C4 etc = 20 points lost

3. Sanctions (Demerits)

The C-system.... (All recorded on epraise)

C1 – Small-scale sanction. Student is given a polite reminder. Name may be put on the board. Multiple C1 over a week will lead to a detention with HOY. 1 Demerit point added to epraise.

C2 – More significant sanction, as it is persistent misbehaviour. Student is further reminded, and the student is asked to move seat. A whole school detention will follow with the Head of Year. 2 Demerit points added to epraise.

C3 – Highly significant sanction. Persistent misbehaviour, disrupting the learning of rest of the class. Student is sent to the placement class and when one is not available the GCC. The pupil will return to their next lesson following the placement., Student is given work to complete while on placement. A C3 detention will be issued for that day or the following day. 5 Demerit points added to epraise.

C4 – A very serious incident has occurred, inside or outside of the classroom, possibly on the way to school, at social time, on a school trip or at the weekend. Student is placed in isolation in the GCC or is excluded from school. A potential permanent exclusion is applicable in some circumstances. A C4 could be issued without the need to escalate through the C1-C3 hierarchy. C4 will result in 20 Demerit points and if isolated or excluded a further 50 Demerit points will be added.

Specific Sanctions

(Allowances are always made for professionally diagnosed SEN issues. For all stages of infringements, parents will be made aware via epraise or directly via phone or text if serious issue, and the school will work with the parent/child to resolve the behaviour issues and ensure they are back on track.) All incidents are logged onto epraise which can be tracked by staff, pupil, and parents daily.

Less serious sanctions -

- One C = 1-5 points lost for the day. (C1-C3)
- Three C1 accrued in the week = Wednesday 3pm detention (20 mins) with Head of Year
- One C2 accrued in the week – Wednesday 3pm detention (20mins) with Head of Year.
- Homework not done – subject detention or whole school detention if it is twice in the week.
- One C3 = One hour detention the same or following evening
- Too many C's accrued over a period of time = Blue report
- Suspension of house points for a period
- Late to school results in a 20-minute lunchtime detention the next day.
- Late to lesson results in a 10-minute lunchtime detention the next day. Each late to lesson equals a 10-minute detention up to 30 minutes.

More serious sanctions - C4 sanctions

- One C4 = isolation or exclusion, depending on seriousness of offence
- Fail Blue report for continued defiant/disruptive behaviour = Repeat Blue report
- Fail Blue report2 = Head of Year takes decision for student to continue on Blue report or serious enough to move to Red report
- Fail Red report = Isolation or Exclusion. Re-integration meeting with SLT to address concerns and consider commitment to school place/setting. Parent/student asked to re-visit/sign the Home/School agreement to ensure full support is given to the school. Student may spend a period of time being educated through the inclusion team.
- Fail Red report2 = Exclusion. Re-integration meeting with governor/SLT to address concerns and consider appropriateness of school place/setting. LA interventions, external support such as Oncourse, Discovery, internal support such as inclusion centre staff etc
- External/internal support still not working = a 6 week off site direction placement to another school or education provider is considered. Permanent exclusion is considered if no move is possible.
- Permanent exclusion for supplying or selling drugs, assault on a teacher, carrying weapons.

The GCC

To further support our behaviour system, we have an isolation room, which is supervised at all times by both a Behaviour Support Manager, and SLT for any student(s) we feel have/has failed to make a significant change in their attitude to learning. Students arrive to school as normal, and any mobile devices handed in to the supervising staff. Students follow work as set by their subject teacher for the timetabled day. The Behaviour Support Manager will determine at the end of each session whether the student has “passed” or failed”.. All students who are placed in the GCC will be issued with a Red SLT report the following day. Parents are always contacted if a child has had to be placed in internal exclusion (GCC).

4. School Rules and Consequences

	Rule infringement	Consequence
1	C1 offences - Incorrect uniform including dyeing hair in unnatural colours, extreme haircuts or excessive jewellery (limited to one stud earring in each ear only). No hoodies, trainers, boots, pumps or denim are permitted. Blazers should be worn at all times but can be removed in class with a teacher’s permission. Students should not chew gum or bring in sugary drinks or energy drinks or cause litter.	C1 (3 times C1 in a single week = school detention.) Students can be expected, for example, to write lines, sit in silence, complete assigned work or litter pick around school site.
2	C2 Offences - Avoidable late to school, after 8.30am or late to lessons.	C2 late to school 20-minute lunchtime detention, C1 late to lesson 10-minute lunchtime detention
3	C1 Offences - Mobile phones must be switched off and in bottom of school bag or handed in to reception. MP3’s, smart watches (which can access internet or send texts or messages) are not permitted in school.	C1 and phone confiscated; to be returned to students at end of day but if repeated will be returned to parent
4	C1 Offences - Breaking hands-off policy/ Running in school building. Failure to arrive on time to lesson, line up properly for assembly or class; Failure to enter class or assembly quietly and sit according to the seating plan; failure to bring equipment to lesson including PE kit.	C1 – three times in a week = a school detention
5	C1, C2 and C3 Offences - Talking in class when not permitted; defiance, disruptive behaviour, lack of work effort, bad language, eating in class; not submitting homework on time	C1 (C2 – if repeated; C3 if continued after C2 warning)
6	C4 offences - Violent behaviour - Fighting with another student, on site or off site; unprovoked attack/assault on another student.	C4 - Internal exclusion; external exclusion if repeated or considered
7	C4 Offences - Cheating in a test or examination. Submitting work that is not your own.	C4 – internal exclusion. (Further consequences may apply such as being banned from the public exam(s))

8	C4 Offences - Maliciously setting off a fire alarm or walking away from a teacher in an act of defiance.	C4 – Internal exclusion for whole day or fixed term exclusion. (Setting off a fire alarm also carries a penalty charge of £60. £300 if the fire brigade attends a hoax alarm.)
9	C4 Offences – Persistent defiance towards staff, malicious use of social media or ICT against school students or staff. Persistent bullying of others, racism, homophobic behaviour, swearing directed to an adult; bringing the school into disrepute outside school or on educational visits; malicious allegations against staff or students.	C4 – internal or external exclusion; can also result in permanent exclusion. Police will be involved for malicious use of social media.
10	C4 offences – truancing, vandalism, drugs, consumption of any nicotine product (e.g. vaping, smoking) or alcohol misuse, bringing weapons onsite, theft, sexual misconduct;	C4 – internal or external exclusion; can also result in permanent exclusion

5. Who to ask for support and advice

We always wish to work in partnership with our parents on behaviour matters and use our Head of Year system and pastoral support staff to keep in close contact when issues arise. Beyond this (and regular progress reports), subject teachers will endeavour to contact parents/carers at least once every half-term to update them on their child's behaviour. Where necessary, more regular updates will be provided via the use of tutor reports/subject reports/etc.

Hierarchical system of contact for pastoral and discipline issues/concerns –

(We aim to acknowledge all issues raised by parents within 24 hours and be working to a resolution within 3 days.)

All contact with the school should be via phone or email, not through social media.

1. First point of contact is your child's tutor or pastoral support staff. If the matter relates to an incident in class, then parents can contact the subject teacher or Head of department directly.
2. If the issue is still unresolved, please contact your child's Head of Year.
3. If the matter remains unresolved, please contact your child's Head of Key Stage (Mr Vardy – Years 7-9; Mr Courtney Years 10 and 11)
4. If the matter is still unresolved, please contact Mr Hume (SLT – responsible for pastoral care and discipline.)
5. If the matter is still unresolved, please contact the Headteacher.
6. Beyond the Headteacher, unresolved matters can be escalated to the Chair of Governors.

Safeguarding concerns

Can be raised directly with Paul Marshall (SLT – Designated Safeguarding Lead) or Mrs Liz Metcalf (Deputy Designated Safeguarding Lead).

Bullying

Please refer to the [ALET Trust anti-bullying strategy document](#) and [The Bicester School Antibullying Procedure](#). At The Bicester School, students can report bullying via any member of staff, student representatives, or the dedicated online reporting button in epraise.

The document [Keeping Children Safe in Education](#) outlines some examples of peer-on-peer abuse, and the following definitions are also helpful:

Sexist comments are those which discriminate based on sex, particularly against women.

Sexism also includes behaviour or attitudes that create stereotypes of social roles based on sex.

Sexual violence means rape, assault by penetration, or sexual assault (intentional sexual touching).

Sexual harassment means unwanted conduct of a sexual nature – such as sexual comments, sexual jokes or taunting, physical behaviour like interfering with clothes, or online harassment such as sexting.

Prevention

At The Bicester School we strive to create a culture and ethos of respect, tolerance, acceptance, and diversity. We want pupils to feel they can call out incidents, no matter how serious or minor. Pupils should know that we will:

- Take their safety and wellbeing seriously
- Listen to them
- Act on their concerns
- Not tolerate or accept abuse

Embedded in the school (for example in lessons including RSHE, Form time, assemblies, and through visiting speakers and performances) is the promotion of appropriate sexual behaviours. This includes (but is not limited to):

- Consent
- What respectful behaviour looks like
- Body confidence and self-esteem
- Healthy relationships

Response

The Bicester School has a zero-tolerance approach to sexism, sexual violence, and sexual harassment. We will always ensure our response to incidents is:

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis

If an incident of sexual violence or harassment is reported to the school:

1. The DSL should be informed as soon as possible. A risk assessment will take place, and this will inform the next steps, potentially including:
 - Manage the incident internally
 - Refer to early help
 - Refer to children's social care
 - Refer to outreach programme
 - Report to the police
2. In all cases, no matter how minor, parents will be informed immediately.
3. Where appropriate, following guidance set out in [Keeping Children Safe in Education](#) (page 106), we will take action to the best of our ability to keep victims at a reasonable distance from

the alleged perpetrator(s) while on the school premises, while also taking into account the wishes of the victim.

4. Where appropriate, we will offer support and guidance to both the victim and the alleged perpetrator

SEN concerns

Can be raised with Mrs Laverick, the school's SEND Coordinator.

Our Police Community Liaison Officer

We have a Police Officer assigned to the School as our Community Liaison Officer. We work closely with our Community Liaison Officer to ensure that our students, parents/carers and staff benefit from the knowledge and expertise that they can provide.

If there is a Problem:

- Uniform issues

If for any reason a student is unable to wear full uniform, they should gain permission from their Tutor, KS3/KS4 Leader or member of SLT. An explanatory letter from parents/carers must be brought to the School on the day. If this requirement is not met, then the student's parents may be contacted to bring the missing uniform item to the School or authorise the student to return home to collect it. We have a very limited stock of spare uniform but this is obviously only a short term fix. It is our expectancy that all students of the Bicester School adhere to our uniform policy as we part of the ALET Trust which is committed to supporting our students in becoming work-ready.

- Complaints about other students, parents, or school staff

We ask that these are always raised in a courteous and respectful way. The school will do its best to acknowledge the issue within two working days and be working to a resolution within 3 days. Please ensure you follow the complaints policy as set out in this document and on the school website.

Occasionally, things do go wrong, for example a 'C' might be issued by mistake. Please ensure that you work with the school to resolve issues.

- In matters where our complaints policy has not been followed by parents and staff, students or other parents feel harassed, threatened or bullied

We will not tolerate abuse of staff, students or other parents.

With effect from September 2019, Ofsted have published a new framework for the inspection of schools. School leaders are now explicitly required to ensure that all staff are protected from bullying, threats, and harassment. This is supported by all the national teachers' unions and the DfE. The statement from Ofsted reads as follows:

Ofsted Framework Section 29: Ofsted will evaluate the extent and effectiveness to which "leaders protect their staff from bullying and harassment."

To ensure that we perform our duties with due diligence, we ask that all of our parents/carers and students sign the school's home/school agreement.

The school is very mindful that the large majority of parents/carers do show respect and courtesy towards staff in their contacts with them. On the rare occasions when this does not happen, the school will implement the following measures:

In such cases where it is believed that parents/carers are harassing or bullying staff, other parents or students, we will take the following graduated actions:

1. Parents/carers' communication with school staff will be restricted to the Head of Year and senior leadership only. This will be confirmed in writing to the parent/carer by the Headteacher.
2. In cases where the school feels that there is a threat to staff or student safety, a banning order will be placed on the parent/carer restricting access to the school site.
3. In addition, the School will not tolerate abuse or defamatory comments on social media and will take the appropriate legal response against any parent who abuses the school in this way. In the first instance, a member of the senior leadership team will contact the parent to ask them to remove the offensive/abusive or defamatory comments or posts. If this is refused then the school will then take an appropriate legal response, including removing the parent from any school social media platforms.