

# THE Boswells SCHOOL

A member of the Chelmsford Learning Partnership

## BEHAVIOUR POLICY

At The Boswells School, our aim is 'to provide an outstanding education for all our students'. We expect our students to aspire for excellence in everything that they do.

<b>Responsible</b>	Local Governing Body
<b>Lead Staff Member</b>	Deputy Headteacher (Behaviour Welfare and Safety)
<b>Approved by</b>	Local Governing Body
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<b>Internal/External</b>	External

## THE BOSWELLS SCHOOL – BEHAVIOUR POLICY

***This policy should be read in conjunction with:***

- The Boswells School Bullying Policy
- The Boswells School Drug Policy
- The Boswells School Uniform Policy
- The Boswells School Rewards Policy
- The Boswells School Mobile Phone Policy
- The Boswells School Discipline Policy
- The Boswells IT Use Policy
- The Boswells Home School agreement
- The Boswells Code of Conduct
- The College Code of Conduct

### **The Boswells Mission Statement**

**At The Boswells School, our aim is ‘to provide an outstanding education for all our students’. We expect our students to aspire for excellence in everything that they do.**

To achieve this aim, every member of our school community adheres to those ‘beliefs’ that are incredibly important to us as a school:

- **High quality teaching and learning:** We believe outstanding teaching and learning should take place in every lesson.
- **Exemplary Behaviour:** We have the highest expectations of our students and we reward hard work and effort. Our students take pride in being part of our community.
- **High Achievement:** We believe students, regardless of their ability, should make excellent progress. Our rigorous and detailed tracking systems allow us to ensure that all students are meeting our high expectations.
- **Aspiration:** We believe that all students should be given the opportunity to follow a career pathway that is relevant to them after The Boswells School. We expect all our students to aspire for excellent academic achievement, regardless of ability.
- **Personalised Curriculum:** We believe in the importance of helping our students achieve their future ambitions through a curriculum pathway that suits their individual beliefs.
- **Developing Character:** We believe in the importance of helping our students develop into independent, confident citizens. We offer a range of school trips, sporting clubs and

teams, performing arts clubs, STEM as well as other extracurricular clubs and enrichment activities to help support and complement the learning that goes on in the classroom.

The Governors of The Boswells School are fully committed to supporting the school to ensure that all students have the opportunity to fulfil their potential. In order for this to happen, the Governors believe that there needs to be good order and discipline in the school and every member of the school community must play their part in ensuring that learning can take place in a conducive environment. The Governors also believe that all members of the school community have a right to work and learn in an environment where there is respect for each other which is free from harassment or intimidation. The school promotes positive behaviour through its approaches to teaching and learning and through its reward system, (appendix 3) and the schools discipline policy (appendix 4).

The school has a clear Code of Conduct (appendix 1) for students and has clear expectations for all members of the school community. We expect students to follow the Code of Conduct in school, and also expect parents to ensure that their child is dressed for school in line with the school's Uniform Policy every day of the academic year (appendix 2).

The Governors believe that by working together, students, parents and staff can support each other to ensure every student has the opportunity to fulfil their potential. This is further clarified in The Boswells School, Home/School Agreement (appendix 5). The Governors also expect parents and carers to support the school should the need arise to sanction their child. Parents and carers are expected to be polite and courteous at all times when communicating or interacting with staff. The Governors will support any action taken by the school to address unacceptable conduct from a parent or carer towards a member of staff. This includes detrimental posts or comments on social media platforms.

This policy has been designed to incorporate the statutory powers and guidance given to schools by the Education Act 2002 (amended by the Education Act in 2011) and 2012. These are:

- ***The Education Act 2012 gives the school a statutory right to enforce procedures that ensure good discipline in the school environment.***
- ***Parents should be aware that the school may choose to use all the statutory powers given to it under the Education Act 2002 revised and amended by the Education Act in 2011 depending on individual circumstances.***
- ***Students have a responsibility to listen and respond properly to adults and to each other, accept sanctions, and use appropriate language at all times.***
- ***Students have a right to be taught in environments that are safe and conducive to learning, to be treated equally, and not to be bullied, ridiculed or subject to discrimination.***

- *School staff have a responsibility to encourage respect and promote positive behaviour, (by modelling the behaviours they wish to see) and a right to safe working conditions and clear guidelines, support and development on behaviour issues.*
- *Parents have a responsibility to prepare their children appropriately for school (for example by ensuring their children are observing the school dress code) and support the school's behaviour policies, including rewards and sanctions and their rights to information on how the school promotes positive behaviour and what they can do to help.*
- *Parents should be aware that the school's behaviour policy is in force when students are on their way to school and returning home from school as well as on trips, educational visits or any other time where students are under the supervision of staff from the school (for example an after-school club or a sporting fixture). Incidents occurring in these circumstances will be dealt with as if the incident had happened in school. Parents should also be aware that this policy is in force outside of school hours when a student is involved in serious misconduct towards another member of the school community.*

### **What legislation does this guide relate to?**

The principal legislation to which this guidance relates is:

- The Education Act 2002, as amended by the Education Act 2011;
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012;
- The Education and Inspections Act 2006
- Exclusion from maintained schools, academies and referral units in England (September 2018)

### **Appendices to support Behaviour Policy:**

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## Appendix 1: The Boswells School Code of Conduct

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The Boswells School Code of Conduct helps everyone fulfil the school's Mission Statement. Everyone should be courteous and considerate at all times and always try their best. This means:

- respect other people's **points of view**.
- any form of **harassment, bullying** or **violence** will not be tolerated.
- persistent **disruption** of teaching and learning will not be tolerated.
- teachers have a right to teach and are responsible for your class. Always **follow instructions** given by any teacher.
- **be polite when speaking** to everyone always using language that is appropriate and nonoffensive.
- you must **be silent** at once **when asked**.
- **move quietly and purposefully around the school** never running or pushing in corridors or on stairs.
- **respect the school buildings**; littering and vandalism will not be tolerated.
- on your way **to and from school** your **behaviour** and **appearance** must be appropriate at all times.
- students must **accept responsibility** for their actions at all times and not blame others.

## Appendix 2: The Boswells School Uniform and Dress Code

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All students attending The Boswells School are required to conform fully with our uniform and dress code on every day of the academic year. Our uniform is a fundamental element of what it means to be part of The Boswells School community and we expect it to be worn correctly. We are sure that you will be aware of the importance of this and we expect parents to support us by making sure that students are smartly dressed. The wearing of the full school uniform is one of the keys to our maintenance of high disciplinary standards which leads to the high reputation of the school and is a core reason for our considerable popularity with parents.

Specific items must be purchased through Schoolwear Plus and other items can be purchased elsewhere if parents wish but should conform in colour and style to that supplied by the school.

Outer coats should be hard-wearing and worn over the top of the blazer. Leather and denim jackets are strictly prohibited, as are hooded tops, tracksuit tops (other than those issued by the school) and baseball caps. No hats of any description are to be worn inside the school buildings. No leggings, additional trousers or cycle shorts may be worn underneath the school trouser.

**If parents are in any doubt as to what might be acceptable they should contact their child's Head of Year.**

### **BOYS' UNIFORM**

#### **Blazer**

BLACK, either standard or fitted style with school badge worn on left lapel. The Boswells' fitted style jacket can only be purchased from Schoolwear Plus. Badges for standard blazers are available from Schoolwear Plus or the school.

#### **School Tie**

BLACK with RED scallop. Ties available from Schoolwear Plus or the School. Must be clip on style.

#### **Trousers**

For Year 7 students trousers must be purchased from Schoolwear Plus. For years 8-11 BLACK, 'classic' style, totally unpatterned (no tight-fit, no jeans, studs or raised seams, no corduroys). Low rise or hipster style are not acceptable. If belts are worn they must be the standard black, suit style belt. All trousers must be worn from the waist and be of full length. Grey or black socks must be worn with trousers. Very short 'trainer' socks are not acceptable.

<b>Shirt</b>	WHITE, plain, normal style. Must be tucked in and worn buttoned to neck.
<b>Socks</b>	GREY/BLACK. Very short 'trainer' socks are not acceptable.
<b>Shoes</b>	BLACK, classic style shoes. NOT boots or trainers.
<b>OPTIONAL School Grey Jumper</b>	Plain grey with embroidered scallop*  (no other jumper is acceptable) and must not be worn for PE.
<b>BOYS' PE KIT Shorts</b>	Plain BLACK (No stripes).
<b>Rugby Shirt</b>	Reversible RED/BLACK*
<b>Trainers</b>	WHITE athletic/running trainers. (For health & safety reasons, canvas trainers, plimsolls, skateboarding shoes or Astroturf and high tops not allowed.
<b>Socks</b>	Long RED for outdoor use, plain WHITE for indoors.
<b>PE Top</b>	Plain WHITE, short sleeve with collar and Boswells' logo*
<b>Football Boots</b>	The less expensive moulded sole style will suffice.
<b>Swimming Shorts</b>	BLACK
<b>OPTIONAL Hooded Sweatshirt</b>	Red/Black with Boswells' logo*
<b>Tracksuit Top</b>	Black with Boswells' logo*
<b>Tracksuit Bottoms</b>	Plain BLACK (No stripes).
<b>Rain Jacket</b>	Black with Boswells' logo*

**It is recommended that students wear gum shields for Rugby and shin pads for Football.**  
**N.B. PLEASE MARK ALL UNIFORM AND PE KIT CAREFULLY WITH STUDENT'S NAME** \*Items marked with an asterisk (\*) are only available through Schoolwear Plus. If in any doubt about the uniform policy then please contact the School.

## **GIRLS' UNIFORM**

### **Blazer**

BLACK, either standard or fitted style with badge worn on left lapel. The Boswells' fitted style jacket can only be purchased from Schoolwear Plus. Badges for standard blazers are available from Schoolwear Plus or the school.

### **School Tie**

BLACK with RED scallop. Ties available from Schoolwear Plus or the School. Must be clip on style.

### **Skirt**

#### **Button Front Kilt Syle Skirt:**

Flat front panel with four buttons on left hand side

Stitched down pleats at back

Waist adjuster in back waistband.

Available in waist sizes 22" - 40"

lengths 20" – 30"

*(dependent upon waist size)*

Fabric: Auld Lang Syne Grey

### **Trousers (optional)**

For Year 7 students trousers must be purchased from Schoolwear Plus. For years 8-11 BLACK, 'classic' style, totally unpatterned (no tight-fit, no jeans, studs or raised seams, no corduroys). Low rise or hipster style are not acceptable. If belts are worn they must be the standard black, suit style belt. All trousers must be worn from the waist and be of full length. Grey or black socks must be worn with trousers. Very short 'trainer' socks are not acceptable.

### **Shirt**

WHITE, plain, normal style or fitted. Must be tucked in and worn buttoned to neck.

### **Socks**

GREY or BLACK when worn with trousers. WHITE when worn with a skirt. Very short 'trainer' socks are not acceptable.

### **Tights**

Natural coloured or black tights. All tights to be plain, and totally unpatterned.



**Shoes** BLACK, undecorated shoes in a sensible style are now mandatory for health and safety. Boots, canvas shoes and trainers are not acceptable nor are heels above 3 cms, platform soles or sling backs.

**OPTIONAL**

**School Grey Jumper** Plain grey with embroidered scallop\* (no other jumper is acceptable) and must not be worn for PE.

**GIRLS' PE KIT**

**Shorts** Plain BLACK, (no stripes).

**Top** Plain WHITE, short sleeve with collar and Boswells' logo\*

**Trainers** WHITE athletic/running trainers. (For health & safety reasons, canvas trainers, plimsolls, skateboarding shoes or Astroturf and high tops not allowed.

**Socks** WHITE These must be a different pair from those used during the school day.

**Swimsuit** BLACK, one piece.

**OPTIONAL**

**Tracksuit Top** Black with Boswells' Logo\*

**Hooded Sweatshirt** Red/Black with Boswells' Logo\*

**Tracksuit Bottoms** Plain BLACK (No stripes).

**Rain Jacket** Black with Boswells' Logo\*

**N.B. PLEASE MARK ALL UNIFORM AND PE KIT CAREFULLY WITH STUDENT'S NAME** \*Items marked with an asterisk (\*) are only available through Schoolwear Plus

If in any doubt about the uniform policy then please contact the School.

**HAIR**

Extreme hairstyles or colour are not acceptable. If colour is being used on hair it must be a natural colour. (Colours such as blue, red, purple etc are not acceptable). Students should not have their hair shaved below a number two and there should also be no patterns in hair.

Students may be sent home until the hairstyle is acceptable. Hair bands should be discreet and black or red in colour

### **JEWELLERY**

The wearing of jewellery is limited. Those with pierced ears are allowed to wear **one small** stud earring in each earlobe. Only plain gold or plain silver studs are allowed. These must be removed for PE. **NO** other body piercings e.g. nose stud, tongue stud are allowed. A wrist watch is acceptable but again must be removed for PE. Rings, necklaces and bracelets are not allowed.

### **MAKE UP**

Nail varnish and false nails or eyelashes are not to be worn by any student on any day of the academic year. Discreet make-up may be worn.

### **HIJAABS**

If Hijab's are to be worn, they should be plain white or black in colour.

### Appendix 3: The Boswells School Rewards

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At The Boswells School we firmly believe that the achievements and efforts of those students that work hard and follow the expectations set out in The Code of Conduct should be praised, rewarded and celebrated.

There is an extensive range of rewards awarded to our students for high levels of attainment and/or effort in all subject areas across the curriculum. In addition, students can earn rewards through participation in extra-curricular clubs that run throughout the year across all subject areas or by helping out at functions organised by the school, for example, acting as a guide during open week.

The following is a list of rewards. Please note that this is not exhaustive and is subject to change:

- verbal praise
- achievement points and certificates
- praise phone call home
- praise postcard
- queue Jump card
- celebration meal (e.g. breakfast supplied during Personal Development)
- praise letter
- a large array of certificates
- invitation to a rewards trip
- subsidised rewards trip
- Achievement Assemblies
- Celebrating Success display corridors

We aim to reward our students in the short, medium and long term. This means that all students can access a reward of some kind throughout the year. Alongside 'tangible rewards' we recognise achievement of our students regularly during our assemblies and end of term Celebration Assemblies led by your child's Head of Year.

The Boswells School utilises SIMS to chart and record the overall balance of positive and negative scores, which in turn are used to select students for rewards.

Achievement and Behaviour points can be tracked daily on the SIMS Parent Application.

## Appendix 4: The Boswells School Discipline

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Students who behave in an inappropriate manner will suffer the consequences of their actions – the behaviour will be punished, not the person – no poor behaviour is acceptable. Sanctions will be applied consistently and fairly. Students should reflect on the effects of misbehaviour and encouraged to learn from their mistakes.

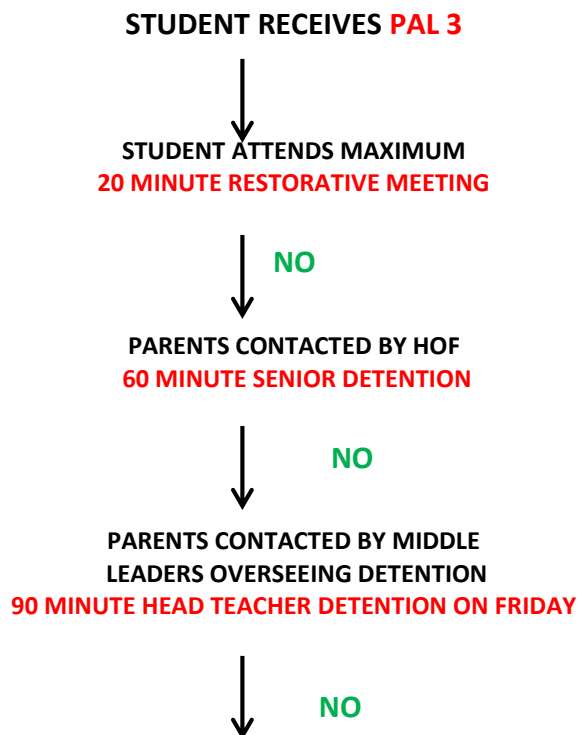
Students who break the Code of Conduct will be sanctioned and staged approach to managing the behaviour will be applied using the Positive Action For Learning System

### The Boswells School Positive Action For Learning Behaviour System (PAL System)

**PAL 1:** The student is warned by the classroom teacher and has the opportunity to correct their behaviour within the classroom

**PAL 2:** To help an individual focus back on their learning they will be moved to another seat within the classroom

**PAL 3:** In order for the individual to continue to work productively and minimise disruption to the learning of others, the student must be sent to the Faculty Withdrawal Room



**PARENTS CONTACTED BY SLT OVERSEEING THE DETENTION**  
**90 MINUTE HEAD TEACHERS DETENTION**  
**RESCHEDULED WITH ISOLATION LEADING TO POSSIBLE EXCLUSION.**  
**If persistent a Saturday morning detention will be arranged**

In cases of violence or threatening behaviour to other students or staff a member of the school's Leadership Team will remove the student from the class and may send them home if appropriate whilst the sanction is agreed with members of the Leadership team.

Concerns regarding the progress of a student will be via telephone, email or by letter by the classroom teacher or the relevant Head of Faculty. Concerns regarding 'pastoral' issues will come to the Form Tutor, Pastoral Manager or Head of Year. It is expected that the parents and the school will liaise to ensure that the problem is resolved.

If problems persist despite these interventions then the Head of Faculty will take action. This may include:

- subject detention
- subject Report
- parental meeting
- removal to another class for a fixed period of time

Where there are instances of repeated breaches of the Code of Conduct, Home/School Agreement or serious 'single incident' breaches of the school Code of Conduct then more serious action will be taken. The list below is not exhaustive, but it indicates what may be considered a 'serious' breach of the school's Behaviour and Discipline Policy:

- persistent disruptive behaviour
- refusal to follow instructions
- using foul and abusive language to other students or staff
- violence to another student
- violence to staff
- threatening or intimidating behaviour towards another student (including bullying and cyber bullying)
- unacceptable use of social media; Inappropriate comments made on social media towards staff and students
- inappropriate content (images) shared and distributed on social media re staff and students

- creation of fake or fabrication of social media accounts used to upset, undermine or cause distress to members of the school community.
- threatening or intimidating behaviour towards staff
- using drugs (including tobacco) on the school site or outside of school (including lunchtime)
- using vapes on the school site or outside of school (including lunchtime)
- supplying drugs (including tobacco) on the school site or outside school (including lunchtime)
- reckless or deliberate destruction of school property
- reckless behaviour that results in injury to others
- being in possession of a weapon on the school site
- theft (either from other students, staff or school property)
- uploading images, videos or other forms of multimedia that relate to or impersonate staff or students of the school, onto the internet without prior permission of the school.
- repeated failure to attend detention
- persistent defiance of the school's uniform policy.
- serious misconduct outside of school towards a member of the school community which brings the school into disrepute.
- malicious accusations against staff

The school will treat every incident individually and will look closely at the circumstances of each student involved in each incident. It is important to note that 'serious' incidents are very rare, however, the school's responses may include:

- Senior detention
- Head Teacher detention
- withdrawal from lessons
- formal parental meeting
- internal exclusion
- fixed term exclusion
- managed move
- permanent exclusion

When an allegation has been made regarding a student(s) involvement in a serious incident, the school will always withdraw the student(s) from lessons and asked to hand in their mobile phone until such time as it is in a position to conclude all investigations into the incident. This is a neutral act that will allow the school to carry out its investigation impartially and in a manner that is fair to all involved and is not a punishment for those withdrawn.

#### **Detention:**

Detention is one of the school's main sanctions. It will be used if the member of staff feels the student has not met the school's expectations regarding levels of effort, class work, homework or

behaviour in a lesson. It can vary from a discussion after a lesson, loss of break or lunchtime to a full detention after school. Please note that time will be given for the student to eat. All detentions are recorded on the SIMs management system.

A same day after school detention, set by a classroom teacher will last for 15 minutes, Senior Detentions last for 60 minutes and Head Teachers detention 90 minutes. Failure to attend a reset detention or persistently failing to attend detentions is considered a serious breach of the school's behaviour policy and will result in an escalation of the original sanction. Failure to attend a Head Teachers detention, repeated failure to attend detentions or persistent defiance will result in a minimum of a one day internal isolation. The school will consider a fixed term exclusion should it be deemed appropriate. Once any internal isolation or Fixed Term Exclusion is complete the student will also still have to sit a 90 minute detention. This will be communicated to parents/carers via telephone or email by a member of the Senior Leadership Team.

The school may consider a Saturday detention as an appropriate sanction in exceptional cases. When this happens parents will be notified by a member of the school's Leadership Team.

For a serious breach of school discipline, where a member of SLT is 'on called' to a classroom to intervene, a no-notice, same day, 60 minute detention will be issued. Parents will be informed via telephone. –

Parents/carers are responsible for ensuring that correct contact details are registered with the school and updated.

Please note that The Education and Inspections Act 2006 establishes the school's statutory right to detain students, **regardless of parental consent**. Parents/carers should note that repeated failure to attend detention is a serious breach of the school's behaviour policy and will be dealt with accordingly.

### **Isolations and Exclusions:**

#### **Internal Isolation**

In response to a serious breach of school discipline or to a number of repeated minor breaches, the school may use an 'Internal Isolation' as a sanction. Students will be withdrawn from lessons, lunch and break-time for a fixed period of time and will have to hand their phone in. Parents will be informed of this action and the consequences via telephone or email. .

**A Fixed Term Exclusion** is when a student is excluded from school for a set number of days\*. The limit for the length of fixed term exclusion is 45 days in any school year. The decision to exclude a student will be taken:

- in response to serious breaches of the school's Behaviour and Discipline Policy.
  - if allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.
- \*Internal Exclusion is used where a fixed term exclusion is not appropriate, or as a final warning before a fixed term exclusion, parents will be contacted and written to if it is appropriate.

The Governing Body must consider any written parental representations and must meet to hear any oral representations if the parents so request. Where the exclusion is over 5 days, or if the exclusion would cause the student to miss an opportunity to take a public examination, the Headteacher must inform the Director's Student Discipline Committee. Following any fixed term exclusion, a compulsory re-integration meeting between the parents of the excluded child and the school will take place. Failure to attend this meeting may result in the student not being re-admitted to mainstream lessons and being internally excluded for a period of time.

**A Permanent Exclusion** is when a student is permanently excluded from school. The Headteacher(or Deputy Head of School acting in the Headteacher's absence) is the only person who can permanently exclude a student. They will inform the parent by phone to discuss the exclusion before the student is sent home and in writing stating:

- for a fixed period exclusion, the precise period of the exclusion;
- for a permanent exclusion, the fact that it is a permanent exclusion;
- the reasons for the exclusion;
- the parent's right to make representations about the exclusion to the governing body and how the student may be involved in this;
- the person to whom the parent should contact if they wish to make such representations;
- the school days on which the parent is required to ensure that their child is not present in public place during school hours without justification; and that the parent may be prosecuted, or be given a fixed penalty notice, if they do not do so;
- the arrangements made by the school for enabling the student to continue his or her education during the first 5 school days of an exclusion, including the setting and marking of work. It is the parent's responsibility to ensure that the work sent home is completed and returned to school; and
- an invitation to a re-integration meeting and that the parent's failure to attend will be a factor taken into account by a magistrates' court when deciding whether to impose a parenting order, if this is applied for.
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The notification from Headteacher will document, for reference, any previous warnings, exclusions or other disciplinary measures that have been taken against the student. The Headteacher will prepare a full written report for the Governors' Student Disciplinary Committee. A copy of this



report and any other relevant information will be sent to the parents of the permanently excluded student prior to the meeting.

The Governors' Student Disciplinary Committee will meet to consider representations from parents against the decision to permanently exclude their child. The committee will then either direct the school to re-instate the student or will uphold the decision to permanently exclude the student. If the exclusion is upheld, then the Governors' Disciplinary Committee must inform the parents of their right to appeal against their decision. If an appeal is lodged by parents then an Independent Appeal Committee would then be convened to hear all representations. The Appeal Committee's decision is binding on all parties concerned.

When a student is at risk of permanent exclusion following a number of fixed term exclusions for serious breaches of the Behaviour and Discipline Policy, then the school will work with a variety of external agencies to try and support the student. A Pastoral Support Programme will be drawn up to outline the support being utilised. The Student Discipline Committee may also wish to speak with the student to see what further support can be offered.

In the Headteacher's judgement it may be appropriate to permanently exclude a child for a first or 'one off' offence. These may include:

- serious actual or threatened violence against another pupil or a member of staff
- sexual abuse or assault
- supplying or carrying illegal drugs
- carrying an offensive weapon

Schools will consider whether or not to inform the police or other agencies such as Youth Offending Teams or Social Workers where a criminal offence may have taken place.

#### **Heybridge Cooperative Academy referral:**

Due to continued and serious breaches of the school Code of Conduct or the Home School Agreement, The Boswells School will consider working with the Heybridge Cooperative Academy and the Behaviour Attendance Partnership (B.A.P) in Mid Essex to consider respite or managed move to prevent a student receiving a permanent exclusion. The level of referral ranges from level 1 to 4 and will be discussed with all relevant parties in advance.

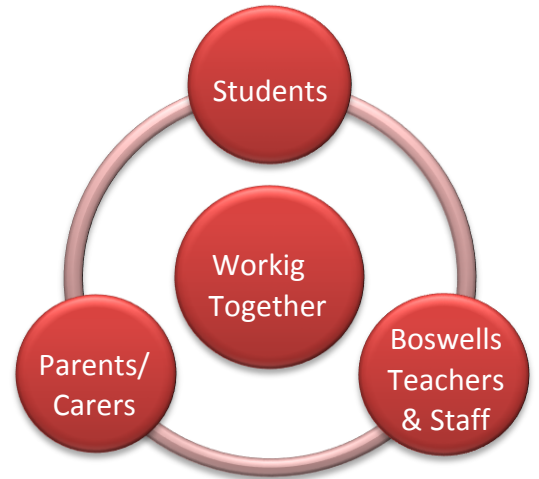
In certain circumstances, it is appropriate to transfer a student to another school to reduce the risk of the student being permanently excluded and their educational experience being detrimentally affected. Such a move will be in response to a serious breach of the school's Behaviour Policy.

## HOME SCHOOL AGREEMENT

At The Boswells School, our aim is 'to provide an outstanding education for all our students'. We expect our students to aspire for excellence in everything that they do.

**STUDENT NAME**

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At The Boswells School, our aim is 'to provide an outstanding education for all our students'. We expect our students to aspire for excellence in everything that they do. To achieve this aim, every member of our school community adheres to those 'beliefs' that are incredibly important to us as a school.

- High quality teaching and learning: We believe outstanding teaching and learning should take place in every lesson;
- Exemplary Behaviour: We have the highest expectations of our students and we reward hard work and effort. Our students take pride in being part of our community;
- High achievement: We believe students, regardless of their ability, should make excellent progress. Our rigorous and detailed flight path tracking systems allow us to ensure that all students are meeting our high expectations;
- Aspiration: We believe that all students should be given the opportunity to follow a career pathway that is relevant to them after The Boswells School with support from the careers advisor. We expect all our students to aspire for excellent academic achievement, regardless of ability;
- Personalised curriculum: We believe in the importance of helping our students achieve their future ambitions through a curriculum pathway that suits their individual beliefs;
- Developing character. We believe in the importance of helping our students develop into independent, confident citizens. We offer a range of school trips, sporting clubs, teams, performing arts clubs, computing, science and technology clubs as well as other extracurricular clubs and enrichment activities to help support and complement the learning that goes on in the classroom.

### As a student, I commit:

- To following the school's Positive Action for Learning principles;
- To following the Student Charter on anti-bullying, including the use of social media;
- To attending school regularly and arrive on time for lessons and activities;
- To bringing the necessary equipment for the school day;
- To dress in accordance with the school uniform policy;
- To show respect and courtesy to everyone in the Boswells community;
- To complete class work and home learning to the best of my ability;
- To look after all school property and take pride in my school;
- To actively demonstrate good manners, speech and behaviour;
- To use school computer and technology equipment respectfully;
- To take responsibility for my own behaviour and learning and make the right choices including on my way to and from school.

Student .....

**As a Parent/Carer I/we commit:**

- To ensuring my/our child is aware of the Code of Conduct and expectations of The Boswells School and that these are followed throughout the school day and on the way to and from school;
- To ensuring my/our child adheres to the Student Charter on Anti Bullying including the use of social media;
- To ensuring my/our child is appropriately equipped for the school day;
- To taking an interest in my/our child’s school work;
- To ensuring my/our child completes all homework;
- To ensuring my/our child is dressed correctly for school, in accordance with the published uniform requirements;
- To showing courtesy, consideration and co-operation to all staff and ensure they are supported in accordance with the school procedures and policies;
- To reading all correspondence from the school and respond where appropriate;
- To establishing an environment where positive behaviour is taught/reinforced at home;
- To supporting the school in applying rewards and sanctions;
- To following the set guidelines in the Behaviour Policy for contacting the school regarding issues with my/our child’s progress;
- To contacting the school directly through the email or telephone system to raise any concerns we have.

Parent/Carer .....

**As a staff, we commit:**

- To creating a supportive, safe and happy environment in which all students can thrive;
- To providing high quality teaching and learning;
- To having the highest expectations and aspirations for our students;
- To working collaboratively with parents/carers/guardians to ensure the continued success of their child/children;
- To recognising the achievements of our students and celebrating their success;
- To valuing and respecting each child as an individual, appreciating the different cultures and diverse backgrounds of all members of our community.

All students and staff at The Boswells School have the right to learn and work in a safe, secure and happy environment, free from verbal and physical abuse. In signing this Home School Agreement you are bound by The Boswells School policies. Working together we can ensure that your child has an enjoyable and rewarding time at school.

Headteacher  
Signed on behalf of all  
The Boswells School Staff and Teachers

## Appendix 6: The Boswells School Mobile Phones Expectations (students)

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### **Purpose:**

- the widespread ownership of mobile phones among young people requires that school administrators, teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.
- The Boswells School has established the following Acceptable Use Policy for mobile phones that provides teachers, students, parents and carers guidelines and instructions for the appropriate use of mobile phones during school hours.
- Students, their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile phones to school.
- The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities both on the school campus and off-site.

### **Rationale:**

- the school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well
- our school accepts that parents/carers give their children mobile phones to protect them from everyday risks involving, personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently

### **Responsibility:**

- it is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document
- the decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential use/mis-use of those capabilities
- parents/carers should be aware that if their child takes a mobile phone to school it is assumed that household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use
- parents/carers are reminded that the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way.

Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently

#### **Acceptable Uses:**

- mobile phones should be switched off and kept out of sight at all times on school premises unless instructed by a member of staff during to do otherwise
- Parents/carers are requested that in cases of emergency they contact the school first so we are aware of any potential issue and may make the necessary arrangements
- mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school (see below)
- students should protect their phone numbers by only giving them to close friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages
- Students may use their mobile phones in the classroom when express permission has been given by the teacher. The use of personal mobile phones in one lesson for a specific purpose does not mean blanket usage is then acceptable

#### **Unacceptable Uses:**

- unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application
- the Bluetooth function of a mobile phone must be switched off at all times and not be used to send images for files to other mobile phones
- mobile phones must not disrupt classroom lessons with ring tones, music or beeping. using mobile phones to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given
- it is forbidden for students to "gang up" on another student and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phone to photograph or film any student or member of staff without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced
- mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school
- it is unacceptable to take a picture of a member of staff without their permission. In the event that this happens the student will be asked and expected to delete those images
- Mobile phones must be handed in if a student is working in isolation whilst a situation is investigated or if the student is serving an internal exclusion.

### **Theft or damage:**

- students should mark their mobile phones clearly with their names
- to reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.
- mobile phones that are found in the school and whose owner cannot be located should be handed to front office reception
- the school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- the school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school
- it is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared
- lost and stolen mobile phones in the UK can be blocked across all networks making them virtually worthless because they cannot be used

### **Inappropriate conduct:**

- mobile phones are banned from all examinations. Students **MUST** hand phones to invigilators. Any student found in possession of a mobile phone during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified
- any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action
- students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary action. *(It should be noted that it is a criminal offence to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police)*
- students must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' - which is the sending of personal sexual imagery - is also a criminal offence

### **Sanctions:**

- students who infringe the rules set out in this document could face having their phones confiscated by teachers
- on the first infringement of this policy the mobile phone would be confiscated by the teacher and taken to a secure place within the Front office. The students will be able to

collect the mobile phone at the end of the school day and a record will be made of the incident

- On further infringements parents/carers may be asked to collect the phone from the school office
- Persistent infringements of the mobile phone code of conduct may result in a ban on bringing a mobile phone to school

## Appendix 7: Sixth Form Dress Code

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The Sixth Form encourages smart, stylish dress which expresses our students' self-confidence, pride and sense of the standards expected in business and professional work places.

The 'Dress Smart Work Smart' dress code is as follows:

### **Male Dress Code:**

- a shirt with collar
- a tie
- smart trousers
- jacket, V neck jumper or suit

### **Female Dress:**

- a business-type suit, tailored jacket or cardigan
- smart shirt/blouse or top with sleeves
- smart skirt/trousers of appropriate length
- summer dresses with straps must be accompanied with a lightweight cardigan or similar to cover bare shoulders and should be of appropriate length

### **Footwear:**

Smart, appropriate footwear is required (trainers, sling backs, Ugg style boots, flip flops or stilettos are not acceptable)

No hooded jumpers, hats or woolly scarves to be worn inside the school.

Denim/leather and blue or faded jeans are not allowed

Only discreet piercing is acceptable

Words and images that would be considered inappropriate are not acceptable. Extremes of fashion are not acceptable in a school with younger students.

**The School reserves the right to decide what is considered appropriate.**