TOWERS SCHOOL

AND SIXTH FORM CENTRE

BEHAVIOUR & ANTI-BULLYING POLICY

Last Reviewed: Jan 2026
Next Review: Sept 2027
SLT Responsibility: R Gaygan - Vice Principal
Approved By: Principal

THE TOWERS SCHOOL & SIXTH FORM CENTRE

Behaviour & Anti Bullying Policy – Audit Log – changes from previous version

Audit Log		
Section of Policy	**Update**	**Date**
Introduction	Latest version of the Government -Suspension and Permanent exclusion guide Aug 2024. link attached.	Oct 2025
Pre-emptive approaches	STEPS added	Oct 2025
All sections	All re-written to reflect change from Arbor to Classcharts	Oct 2025
Consequences for poor behaviour	Previous list of demerit behaviours changed to reflect change to 'negative point behaviours'	Oct 2025
Lateness	Amendment from 9.10am to 9.00am for the cut off point	Oct 2025
Dance and P.E expectations	Updated to reflect change in policy in regards to allowing students the opportunity to 'correct' forgotten items of kit. Sanctions for refusing to attempt (defiance) to correct the issue updated.	Oct 2025
Afterschool detention and Fixed term suspension	Updated to state that any student refusing a sanction such as afterschool detention or internal suspension, may be required to repeat the sanction after Fixed term suspension as part of the reintegration process	Oct 2025
Principal's sanction	Replacing Towers Internal suspension (TIS) sanctions.	Oct 2025
Prohibited items list	Added: - Energy drinks (confiscated and disposed of) - Vapes and vape oils added to tobacco and cigarette papers	Oct 2025
Parental support	Expectations of parents added as per DfE guidance	Sept 2026
Introduction	Latest version of the Government -Suspension and Permanent exclusion guide July 2026. link attached.	Sept 2026
Dance and P.E expectations	Updated to reflect changes for forgetting kit	Sept 2026
Lateness	Updated to reflect changes to timings of pupil access to school and expectations	Sept 2026
Extended Leadership detention	Added to policy as an additional sanction for serious incidents or breaches of the behaviour policy	Sept 2026
Internal Suspension	Updated to include information in regards to the new facility (toilet space/lunch arrangements etc)	Sept 2026
Fixed Term suspension	Updated to add mentor support for students returning from FTS	Sept 2026

Reset	Minor changes to add clarity on expectations of students	Sept 2026
Whole policy document	Restructured to provide clarity and to flow better	Sept 2026

THE TOWERS SCHOOL & SIXTH FORM CENTRE

Behaviour & Anti Bullying policy

We are One Community built on

- Aspiration
- Respect
- Kindness

The objectives of the Towers School Behaviour and Anti Bullying policy are to ensure that Towers School is a safe and supportive environment where:

- Consistently high standards of positive behaviour are established in and out of the classroom.
- If behaviour falls short of accepted standards, procedures are followed and sanctions are applied fairly and consistently according to the individual needs of students.
- All students are provided with opportunities to achieve their full potential.
- We meet the statutory requirements in relation to behaviour and suspensions and recognise our legal duty under the Equality Act 2010 in respect of safeguarding and students with special educational needs (SEN), in addition to preventing students with a protected characteristic from being at a disadvantage.
- We maintain effective mutual channels of communication and respect with parents/ carers.

At Towers School we believe that, with access to a knowledge-rich curriculum, unwavering high expectations of conduct and behaviour, an excellent welfare system and the very best teaching, our students can be exceptional.

This policy will provide a fair, consistent and constructive framework for promoting positive behaviour and challenging negative behaviour.

Although bespoke and written for the specific purposes of Towers School, this policy works alongside and in conjunction with the latest Government guidelines and legislation

Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement

The Role of Parents/Carers

Parents/carers have an important role in helping schools develop and maintain good behaviour. As a parent/ carer, you should support your child to follow the school rules.

At Towers School, we expect parents/ carers to:

- value daily attendance
- be supportive of school policies
- be willing and active participants in their children's learning
- treat school staff respectfully

(As per DfE guidance - July 2026)

Recognition and Rewards

At Towers School, we promote high standards in all aspects of school life. We are an ambitious school wanting the very best for and from all of our students. We exist to encourage and celebrate the success of all our students in all areas of school life, and to ensure that personal commitment and achievement is acknowledged, rewarded and recorded.

We recognise the importance of praise and reward and seek to promote and reinforce our expectations of students at any given and relevant opportunity. We recognise that students thrive on praise, the thrill of success and the glow of recognition. Praise can inspire those who may be struggling and can motivate those who may be disenchanted. Finding ways to reward must be at the heart of our teaching. Our rewards shape our school; they shape our ethos.

Rewarding Students

At Towers School, we promote a positive ethos through a culture of rewards and praise. All students will have access to an inclusive rewards system. We ensure that our rewards system is applied fairly and consistently across all areas of the school. Towers School provides a comprehensive range of rewards.

Praise

We praise and reward often and at every opportunity. Praise can be done in many ways in and out of the classroom. The following list covers various examples of when praise is given but is not exhaustive:

- Collective recognition in Morning Meeting
- Verbal praise in lessons for an excellent contribution to the lesson's learning
- Verbal praise in lessons for excellent effort and/or attainment
- Verbal praise in Family lunch
- Merits in lessons for LEARN behaviours (Listening, Effort, Attention, Retrieval or Never Giving Up)
- Sustained excellence of, or improvement in, attendance and punctuality
- Enthusiasm in participation and learning
- Respectful behaviour
- Kindness and supporting others
- Sporting achievements and/or sustained commitment to clubs in and out of school
- Written feedback in books and assessments

Communication

All communication regarding rewards received, or any negative points issued, will be shared via Classcharts. Once signed on to ClassCharts, detention notifications will also be emailed. **It is imperative that all parents sign up to ClassCharts.**

Merits

At Towers School, we reward students with merits. These rewards will be entered onto the school ClassCharts system and will be formulated around our own learning habits and character rewards:

- STAR - Behaviours to ensure excellent participation and respect in lessons
- LEARN - Learning habits to help students retain and interpret knowledge
- Character - Rewards given to celebrate a students character such as Courtesy, Honesty, Respect, Compassion and Dedication
- School and Community - Rewards for participation in charitable, leadership and co-curricular events

Other Rewards

Reward	Responsibility	Tariff	Frequency
Merits	**Staff**	**1 point**	**Daily**
Character Merits	**Staff**	**1 point**	**Daily**
Star of the lesson	**P5 teacher**	**3 points**	**P5 Daily**
Morning Meeting STAR	**Staff**	**1 point**	**Daily**
Star of the Week	**HoD**	**5 points**	**Weekly**
Postcards	**Staff**	**2 points**	**Daily**
HoY award	**HoY**	**10 points**	**Termly**
Student Manager award	**Student Manager**	**10 points**	**Termly**
Coach / Tutor award	**Coach / Tutor**	**10 points**	**Termly**
Attendance Award	**Attendance Team**	**10 points**	**Termly / End of year**
Golden Tickets	**Staff**	**5 points**	**Daily last 2 weeks of term**
Subject awards	**subject Staff**	**10 points**	**Termly**
Principal Award	**Principal / SLT**	**10 points**	**Weekly / Termly**

Some of these rewards will have certificates and/or trophies attached.

There will be regular acknowledgements in Morning Meeting and Lead Lessons of pupil achievements. Each term, there is a year group celebration Lead Lesson where a range of subject rewards are given to students.

When students reach certain merit thresholds they will be awarded bronze, silver, gold or platinum badges as visible recognition of these achievements.

Group Rewards

These are to celebrate the students who demonstrate positive character traits, learning habits and excellent attendance. These students will be rewarded with an end of term group reward.

Pre-emptive approaches to promote positive behaviour

All students are explicitly taught Towers routines and expectations throughout the year, ensuring they understand the behaviours that are expected of all them. This is achieved through Morning Meetings, Lead Lessons, PSHE lessons and PD (Personal Development) time as well as through positive reinforcement throughout the school day.

Pre-emptive approaches include our entrance and exit routines, toilet routines, non-negotiable expectations, how students interact with peers and staff, how students should conduct themselves in the local community and the importance of STAR, LEARN and STEPS.

All teachers preempt any off-task behaviour in lessons so that 100% of students are on task in every task in every lesson. Teachers use a common voice and common language in the classroom for instructions, explanations and discussions, and silence for reading, writing and practice. As soon as any slouching, daydreaming, non-tracking, not being the best version of themselves or distracting occurs, teachers swiftly use these pre-emptive reminders:

1. Silent non-verbal gestures including: hand signal, eye contact, facial expression, shake/nod of the head, direct pause or standing near the student .
2. STAR in 3, 2, 1. STAR
3. Named: ‘David, we listen so we can learn. Thank you.’

Negative points and demerits

Consequences for poor behaviour are sometimes necessary in order to teach students how to take personal responsibility.
Students will receive negative points for the following in the classroom:

- No homework
- Not tracking/turning around
- Intentionally disruptive noise or action
- Calling out
- Lack of effort/failure to complete work
- Talking over/talking during silence
- Arguing a correction
- Not responding appropriately to a reasonable request (First time every time)
- Not following school routines
- Not following expectations in a practical lesson

Students will receive negative points for the following non learning behaviours:

- Defiance
- Poor behaviour during transition from lessons
- Poor behaviour during recreation time
- Poor behaviour during family lunch
- Not following STEPS
- Chewing gum
- Littering
- Mobile phone offence
- Late to school
- Failing reset
- Uniform infractions (See Uniform Policy)

Investigating incidents

When looking into incidents of poor behaviour, the school will do whatever it can to ensure that all relevant information is considered carefully before reaching a final decision. It may sometimes be the case that issues are not always clear cut and as a result the school will work on reaching an outcome based on the balance of probability; staff interpretation of events will be the determining factor when reaching a conclusion. In addition, staff will not waste unnecessary time investigating incidents when it is deemed that additional time looking into an issue will not materially change the outcome.

Student Responsibility

A student in secondary school is expected to be responsible for the packing of their own bag, ensuring they have the correct equipment / kit for the day ahead. However, in order to support students, equipment can be collected from Equipment hubs and student reception prior to PD1. If they aren't proactive in doing this then they will be accountable for any detention needed to be served for missing kit / equipment.

Dance and PE Expectations

If a student is ill or injured, a note should be provided from their Parent/Carer to excuse them and handed to the PE teacher. Students will not be expected to physically participate, however, they will still bring their PE kit (including P.E hoodie) and change for the lesson.

Students will then be given an alternative role within the lesson, which will enable them to remain involved in the learning process. They may become a coach, referee or be asked to perform an analysis of performance task. All of these roles require students to be appropriately dressed in P.E kit, especially as some lessons will be outside. The only exception to this would be if the student had an injury that would prevent them from being able to change.

Should a student arrive at school and realise that they have forgotten an item of kit, they can borrow a replacement item(s) from Student Reception*. There will not be a sanction on the first occasion. However, parents will be notified in order to support them to get it right in future.

If a student hasn't taken responsibility, arrives at the lesson without kit, and has to be sent to pick up from Student Reception, thus wasting lesson time, the following sanctions will apply:

- First time - after school detention
- Second time - after school detention and reset
- Third time - Principal Sanction or Internal suspension

If a student will not borrow an item of kit offered, they cannot take part in the lesson and then will be Reset. Normal reset sanctions will apply.

*Unfortunately, students cannot be provided with loan training shoes to take part in the lesson. If students repeatedly forget to bring the correct footwear for lessons they will be set an appropriate detention at the discretion of the Head of Faculty.

PE and dance are treated as two different subjects. Every new term is a fresh start.

Mobile Phones

Mobile phones are not to be used, seen or heard during the school day. They are to be switched off and put in the bottom of their school bags not trouser pockets or blazer pockets. If a student is seen with a mobile phone or uses their phone for any purpose during the school day, it will be confiscated on sight. Mobile phones that have been removed from students will be held securely and can be collected, in the first instance, by the student after completion of their 60 min after school detention at 4.15pm. Parents will be notified of this via the Classcharts activity feed which will also trigger an email directly. If the phone is confiscated Period 5 and a parent cannot be contacted, the detention will be served the following evening. If this is the case then students will still be able to take their phone home that night but will be expected to hand it in the following day. A student will have their mobile phone returned to them on successful completion of the detention

- Students who refuse to hand over their mobile phones upon request will be held in Internal suspension until they make the correct decision to hand it in.
- The school will always be consistent in terms of the language and the action needed to be taken, irrespective of the member of staff speaking to the student/ parent. Every member of staff can confiscate a phone - in fact it is an expectation of them. Students will follow this request, irrespective of who asked
- Sixth Form students have permission to access their phones (and electronic devices) whilst in the common areas of the Sixth Form Centre. Outside of the Sixth Form Centre, the same whole school sanctions will apply, including headphones. In line with lower school protocols, the student's phone will be removed and they will serve a Sixth Form detention in the Sixth Form Centre.

Lateness

- The School building opens at 8.00 when students can enter the canteen. At 8.20, the main school front doors open for access to the rest of the site. School standards for uniform and mobile phone use is expected when students enter the school building.
- At 8.40 all students must be in their PD base (Year 10 and 11) or Morning Meeting base (Year 7,8 and 9).
- Any student in Year 7, 8 and 9 who arrive through the school entrance doors after this time will be directed to a classroom and registered by members of staff. They will have their standard uniform check and be given any notices for the day.

- Any late students in Year 10 and 11 will be registered at Student Reception and sent to their PD room.
- A detention will be set for lateness to school (If a student is late because their designated bus has arrived late a detention will not be set).
- If a student arrives at school later **than 9.00** they will sign in at Student Reception, who will set the student a late to school detention.

Truancy

Any student who truants a lesson or part of the lesson will be required to serve an appropriate detention, Principal's sanction or internal suspension at the discretion of the behaviour team.

Uniform

The uniform policy can be found on the school website and works in conjunction with this policy.

Toilet passes

Toilet passes may be issued to students who have a medical condition or an SEN need that requires more regular access to bathroom facilities. We ask that students who require a pass for medical or SEN reasons provide up-to-date evidence of this at the beginning of each academic year to the relevant year group team.

Toilet passes may be issued to students who are menstruating, allowing extra transition time between lessons. If a student requires a toilet pass whilst menstruating, we ask that a parent or carer emails the relevant year group team each time it is required.

Misuse of a toilet pass will result in it being revoked with immediate effect.

Consequences for Poor Behaviour

Reset

During the course of a lesson, a student may need to be corrected by a teacher because their behaviour falls below the high standards expected of all students. This may include: a student failing to follow STAR; disrupting the learning of others; failing to follow a reasonable request or not being the best version of themselves. This behaviour will show on the ClassCharts activity feed. If a student fails to correct their behaviour, any subsequent disruptions to the lesson will lead to the issuing of a de-merit. A third instance of poor behaviour in that same lesson will result in the student being sent to Reset to work for the remainder of the lesson.

- It is the student's sole responsibility to ensure that they arrive at the Reset room within the allotted 5 minute travel time.
- If a student is sent to Reset, the expectation is that they follow the 'resetting process' that allows them to reflect on their behaviour (with the support of the Behaviour Team) and prepares them to return to lessons, and their learning, for the rest of the school day.

- Whilst in Reset they will complete work provided from their classroom teacher. They will remain in the reset room until the end of that lesson and then return to mainstream lessons. They will serve a one hour detention from 3.15-4.15pm the same evening with members of the Leadership team.The only exception to this is if a student is sent to Reset Period 5. In this case, the detention will be served the following evening.

Students will be expected to adhere to the following:

- Students must leave the classroom directly upon request in a polite and calm manner
- Students must take the classwork provided by their teacher to the Reset room
- Students must follow the rules of the Reset room, displaying our expected learning behaviours and successfully completing the work.

Any student who fails to follow any part of the 'resetting process' may receive an additional sanction such as an extended leadership detention or internal suspension.

In rare cases, a student may be sent to Reset before they have received a demerit. Significant breaches of lesson protocol can result in an immediate escalation to Reset. Although not an exhaustive list, the following are examples of behaviour that may result in an immediate sending to Reset:

- Deliberately throwing an object across the room
- Offensive language
- Aggressive behaviour towards other students or staff
- Rudeness towards other students or staff

These incidents will be reviewed by the Behaviour Team and will result in an after school detention that same evening or a more serious sanction such as internal suspension.

If a student is sent to Reset multiple times, further sanctions may be applied. In addition, the school will look to implement additional measures or interventions in order to support students to get things right in future.

The decision of the Behaviour Team/Senior Leadership is final in regards to whether a Reset detention is set, a failed reset is escalated or any other appropriate sanctions are applied.

<u>After School Detentions</u>

After school detentions will be served in a central location. They are overseen and run by a member of the Leadership team.

During an after school detention, students will complete an appropriate piece of work set by the member of staff. There will also be an opportunity to reflect and reset for the next day

Failure to complete any work set to a satisfactory standard will result in an additional sanction being set.

Parents/carers will be notified of a detention via the ClassCharts activity feed and by email.

Refusing to attend a detention will result in an additional sanction being set.

Please note that students who are Fixed Term Suspended for refusal to attend detentions and/or internal suspension, may be required to repeat the original sanction as part of the reintegration process.

After school detentions will be served the same day. The only exceptions to this are as follows:

1. There is a medical appointment that can be proven (written or electronic appointment evidence) and has been booked prior to the detention being set.
2. The incident occurs during Period 5 and will be served the following evening.
3. Sixth Form students are able to reschedule their detention if they are unable to attend due to part-time work or pre-arranged driving lessons.

If a student receives an after school detention then it is critical that they take responsibility and attend. The importance of serving a detention the same day cannot be overstated. This means that incidents are not carried over to the next day; there is closure, meaning the following day is a fresh start. Therefore, the following will not be permitted:

- Lunchtime detentions cannot be used instead of serving an after school detention.
- Domestic arrangements cannot be used as an excuse for not serving an after school detention. For example, picking up a younger sibling from another school/ leaving the school site with another sibling.
- Enrichment clubs, sporting fixtures, school rehearsals will not be seen as suitable reasons to postpone or cancel an after school detention.
- Distance from school, travelling after the normal school finish time or using the time of year will not be seen as suitable reasons to postpone or cancel an after school detention.

The only exception to a detention being served on the same day is if there is a 24 hour delay in place due to exceptional personal circumstances where this has been agreed by the Behaviour Team or the Senior Leadership Team

<u>Saturday Morning Detention</u>

- Students who persistently fail to abide by the school rules may be required to attend a Saturday morning detention .
- Multiple resets in a week could lead to a Saturday morning detention
- Saturday detention runs from 9.00am -10.00am and must be attended in full school uniform (including school shoes)
- Saturday detention will be run by two members of the School Senior Leadership Team
- Parents will be contacted in advance to arrange.

Failure to attend a Saturday morning detention will incur further sanctions at the discretion of the Principal.

Principal's Sanction

At Towers School, serious incidents, short of suspension, may be dealt with via a Principal's sanction. If this is set by a member of the Leadership team, this will result in the student attending a detention at lunchtime and a 60 min detention the same evening.

Extended Leadership Detention

Serious incidents or breaches of the behaviour policy may be dealt with via an extended 2hr leadership detention on a Friday evening run by Senior Leaders.

Internal Suspension

On very rare occasions, for very serious breaches of the behaviour policy, it may be appropriate for a student to be removed from their normal lessons for a period of time to work in Internal Suspension. This may be used to avoid a Fixed Term Suspension.

Internal suspension runs on a different timetable from the rest of the school. Students will spend time away from the student body and work independently. They will be supervised at all times by members of the Behaviour team and the quality and quantity of work monitored closely.

If a student is in Internal Suspension, then they will be expected to follow these non negotiables:

- The day will run until 4.15pm
- They will complete written work in line with their timetable for the day
- Failure to complete enough work will result in them having to repeat the day
- They will required to bring a packed lunch, or a school packed lunch will be provided and brought to them
- The room has its own outside space and toilet facilities meaning that students will remain in the same area for the duration of their time in Internal Suspension

The number of days completed in Internal Suspension will be at the discretion of the Behaviour Team working in conjunction with the Leadership Team, but reasons may include:

- Leaving a lesson without permission
- Disrespectful behaviour and or defiance towards a member of staff, including saying 'no', or walking away while they are be spoken to
- Persistent truancy (both internal and external)
- Failure to follow any reasonable request after being given opportunity to rectify an initial negative reaction
- Major corridor misbehaviour (e.g. pushing, tripping, shouting, kicking)
- Name calling and/ or being rude to another student - in person and online

- ‘Play fighting’ or inciting other to fight
- Filming or photographing another person without their permission
- Failing to arrive to Reset in the allotted time
- Poor behaviour when sent to Reset or refusing to leave the classroom upon being Reset
- Swearing - verbal or in writing
- Uniform vandalism
- Cubicle sharing in the toilets
- Misuse of school IT
- Possession of any forbidden items
- Any form of misconduct/misbehaviour while travelling to and from school
- Antisocial behaviour in the community.

A student failing to complete their Principal’s Sanction or Internal suspension successfully will be Fixed Term Suspended (FTS) and on their return to school will be expected to complete the original sanction.

Fixed Term Suspension (FTS)

When a student is beyond the care and control of the school or has engaged in serious or persistent breaches of the school rules, then the only course of action is to Fix Term Suspend the student for a period of time.

The severity of a Fixed Term Suspension cannot be overstated and it will result in a permanent record being placed on the student’s file, the Local Authority needing to be informed and any future educational setting being notified if the student were to leave Towers.

Depending on the incident, a Fixed Term Suspension can be one day up to a total of 45 days during the course of the academic year. The process of a Fixed Term Suspension is as follows:

- Parents/Carers are notified verbally and in writing.
- A date for a formal reintegration meeting will be set by the school and would only be changed at the discretion of the school. (Younger siblings will not be allowed to attend because this often distracts from the severity and importance of the situation).
- Failure to attend a reintegration meeting will result in the student not being allowed to return to normal lessons and they will be held in Internal Suspension until an alternative meeting is scheduled.
- The reintegration meeting will be held with a member of SLT and part of the process will include the student being supported and mentored by a member of the Leadership Team in order to help support their reintegration back into mainstream lessons.
- A student returning to school after a Fixed Term suspension may, at the Principal’s discretion, be asked to complete a missed sanction.

A Fixed Term Suspension is at the discretion of the Principal and can include but is not limited to the following:

- Verbal abuse/ threatening behaviour towards a student or member of staff
- Physical assault against a pupil or member of staff
- Use of or threat of use of an offensive weapon or prohibited item
- Found to have bought a weapon or prohibited item into school
- Behaviour related to the taking an/ord possession of drugs and alcohol, including smoking and vaping.
- Bullying, including cyber-bullying or threatening behaviour online
- Racist abuse, including bullying
- Abuse against a pupil because of their sexual orientation or gender identity
- Abuse against a pupil because of a disability
- Sexual misconduct and harmful sexual behaviour
- Misogynistic and misandry behaviour
- Damage to property
- Theft
- Persistent disruptive behaviour, including low level and challenging behaviour
- Inappropriate use of social media or online technology
- Use of a mobile phone
- Misbehaviour outside of school
- Wilful and repeated transgression of protective measures in place to protect public health

The above list is adapted directly from the DfE guidance of July 2026 (Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement, July 2026)

Child on Child Abuse

The June 2021 Ofsted review on sexual abuse in schools and colleges highlighted the increasing problem of child on child sexual abuse in schools, and the growing concern of a culture developing amongst young people whereby sexual abuse and harassment are to be expected as a part of growing up.

All students must feel safe at school and be able to talk openly and honestly about any issues they face. The school has a moral and legal obligation to take every single claim seriously, fully investigate any allegation and ensure that swift and unequivocal action is taken against any perpetrator. In addition, the school must ensure that victims and their families are fully supported throughout the process and kept informed and involved at all times.

The school has a zero tolerance approach to all forms of sexualised behaviour, unhealthy relationships, intimidation and unwanted attention, both in person and online. Each case that arises will be treated on its own merits and be dealt with personally by a Designated Safeguarding Lead (DSL). Because no two cases will ever be the same it is difficult to lay out a clear path of consequence for any wrongdoing (type and length of sanction) and as a result the final decision will be made at the Principal's discretion. However, the options open to them will include:

- Parental meeting
- A loss of personal time during the school day
- Being escorted to and from lessons
- Restrictions being placed on where the student can go and who they can be with
- Having a different school day from other students
- A student moving classes, bands, option choices
- Having to attend external rehabilitation courses/ sessions to support change
- Being placed on report to SLT
- A period of time in Internal Suspension
- A period of time serving a Fixed Term Suspension
- A Direction Off Site or Managed Move away from Towers to another school.

Discriminatory language or actions

All students must feel safe at school and be able to talk openly and honestly about any issues they face. The school has a moral and legal obligation to take every single claim seriously, fully investigate any allegation and ensure that swift and unequivocal action is taken against any perpetrator. In addition, the school must ensure that victims and their families are fully supported throughout the process and kept informed and involved at all times.

The school has a zero tolerance approach to all forms of discriminatory language, actions or abuse that is targeted at an individual due to their gender, sexuality, race, cultural heritage, faith, religion, personal beliefs or other protected characteristics. Hiding behind the defence of ignorance and claiming 'it was just banter', 'we were just having a laugh' or 'I didn't mean anything by it' is simply inexcusable. Students will be held accountable for everything they say, watch, write and share. Each case that arises will be treated on its own merits and be dealt with by a Designated Safeguarding Lead (DSL). Because no two cases will ever be the same it is difficult to lay out a clear path of consequence for any wrongdoing (type and length of sanction) and as a result the final decision will be made at the Principal's discretion. However, the options open to them will include:

- Parental meeting
- A loss of personal time during the school day
- Restrictions being placed on where they can go and who they can be with
- Being escorted to and from lessons by a member of staff
- Having a different school day from other students
- Moving of one or more of classes, bands, options
- Being placed on report to SLT
- A period of time in Internal Suspension
- A period of time serving a Fixed Term suspension
- A Direction Off Site or Managed Move away from Towers to another school.

The School's Right to Search

This part of the policy is informed by Searching, Screening and Confiscation (DfE July 2022) and is supported by the current DfE advice in relation to this issue. A full copy of this can be accessed via the link below and supports the school's procedures regarding the confiscation

and screening of prohibited substances

Government searching, screening and confiscation guidance - July 2022

Staff can search students for any item if the student agrees. The ability to give consent may be influenced by the child's age or other factors.

The Principal and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.

Prohibited items are:

- Energy drinks (will be confiscated and disposed of, if already open. If unopened, they can be collected by an adult or at their request disposed of)
- Tobacco/ cigarette papers
- Stolen items
- All vape based products
- Knives or weapons
- Alcohol
- Illegal drugs
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offense to cause personal injury to, or damage to the property of, any person (including the pupil).

The Principal and authorised staff can also search for any item banned by the school rules. Staff may use vape detectors and/or a hand held metal detector to assist with searches to ensure student and staff safety in school.

Similarly, students can expect to be physically restrained if they present a danger to themselves or other members of the community.

Searches will be carried out by the Leadership Team and Parents/carers will always be informed when this has happened and a record will be made of any search that takes place. This will be logged on CPOMS to ensure there is a full audit trail of what has happened.

- The person carrying out the search must be the same sex as the student being searched.
- There must be another member of staff present as a witness to the search who doesn't have to be the same sex.

The only exception to this is if:

- The searcher reasonably believes that there is a risk of serious harm being caused to a person if a search isn't carried out urgently.
- It's not reasonably practical to summon another member of staff (to carry out the search or act as a witness) within the time available.

If inappropriate articles are brought into school or used inappropriately, they will be confiscated and kept in the school safe for collection at the end of the day. If these items are dangerous or illegal, they will be handed to the Police for safe disposal.

If a student refuses to cooperate with such a search, or if the school feels, on the balance of probabilities, that the refusal to cooperate indicates possible concealment of prohibited items, the school can apply appropriate and proportionate disciplinary consequences.

The school will continually review whether staff authorised to undertake searches require additional training. The school will only undertake a search without consent if they have reasonable grounds for suspecting a student. These grounds could include a student acting in a suspicious fashion, overheard comments from other students, smelling of illegal substances, CCTV footage, etc.

Similarly, the Police will be involved if any student is suspected of having contact with an illegal substance. This includes possession, using or dealing of illegal substances. In such cases, the police will decide what course of action should be taken.

Additional Options Open to School

Onsite Alternative Provision - (The Rashford Centre)

Our onsite alternative provision may be utilised to support students where other interventions and sanctions have been unsuccessful. Students who enter this provision will have been part of a comprehensive review process, led by the Leadership Team. This is the final internal option open to the school. Failure in our onsite alternative provision will result in either a Direction Off Site, a Managed Move, or a Permanent Exclusion.

Managed Move or Direction Off Site From Towers

In some circumstances, it may be appropriate for a student to transfer from one school to another for a fixed period, whilst remaining on the roll of the first school, as an opportunity for a fresh start. Such arrangements require the full knowledge and co-operation of all the parties involved, including parents, students, both schools and the LA, and should proceed in accordance with locally agreed practices. If the redirection is successful, the child is transferred to the role of the new school at the end of the fixed period.

Redirection depends on local arrangements and will be determined by collaborations of Head Teachers in their localities. Redirection is recognised as best practice and panels need to take account the wider implications for schools when considering student placements under the Fair Access Protocol.

1. Do not propose Direction off sites/ Managed Moves for Yr7 until Easter term.
2. Permanent Managed Move transfer period should not be embarked upon in Yr11.
3. Direction off Sites are provisionally for a period of 12 school weeks. Aspiration is that after the 12 weeks, the student will stay on roll of new school.

Permanent Exclusion (Protocol for reference)

When the Principal has made the decision to permanently exclude a student, the parents have the right to appeal to the governors and beyond them to the LEA appeal panel. The letter telling parents about the permanent suspension should make it clear how the parents can make representation and the time scale for the appeal.

The Principal must inform the governors and the LEA immediately. The Trustees should meet within 15 school days of the suspension. They can decide to reinstate a student, though DfE Circular 10/99 Annex D states that an appeal should not normally directly lead to reinstatement where a Principal has excluded a student in accordance with clearly stated provisions in the school's published discipline policy. In order to avoid a permanent exclusion, the Principal may decide to set up a Managed Move for a student to attend another school.

Where this decision is taken, discussion will be undertaken with the Headteacher(s) of other school(s) usually through a Screening Meeting to ascertain the possibility of such a move. A transition meeting will take place prior to the commencement of a Managed Move. Failure by the student/ Parent/Carer to engage in the process may result in permanent suspension.

Behaviour and SEND:

Towers School acknowledges its legal duties under the Equality Act 2010 and in respect of students with SEND. All incidents are investigated, and reasonable adjustments made for students on the SEND register.

Parental Support

It is vitally important that parents support the school and our **professional judgement** on these matters. Any parent who has a concern should speak to the relevant member of staff politely and calmly in the first instance to try and resolve the issue/concern. Should a parent not be satisfied that the concern/issue has been resolved, they should follow the school's Complaints Policy which is available on the website.

The school will not tolerate any verbal abuse, harassment or intimidation of staff. Should a Parent/Carer engage in this unacceptable conduct the school may instigate the following:

- A verbal or written warning
- Barring from school site (using Section 547 of the Education Act 1996)
- Referral of the incident to other authorities (such as the Police)

(As per DfE guidance - July 2026)

Discretion

No behaviour policy can cover all eventualities. The Principal reserves the right to use her discretion to help students at Towers School make better choices and to ensure that all students' rights to a high quality education are not compromised.