



Thomas Gainsborough School

Behaviour Policy



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Behaviour Policy - Aims

This policy outlines the standard of behaviour expected by all students attending Thomas Gainsborough School. This policy is founded upon our core school values.

This policy aims to:

- Create a positive culture that promotes excellent behaviour, ensuring that all students have the opportunity to learn in a calm, safe, and supportive environment
- Establish a whole-school approach to maintaining high standards of behaviour that reflect the values of the school
- Outline the expectations and consequences of behaviour
- Provide a consistent approach to behaviour management that is applied equally to all students

Behaviour Policy - Principles

The leadership of the school believes that in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is necessary. It seeks to create a caring and learning environment in the school by:

- promoting good behaviour and discipline.
- promoting self-esteem, self-discipline.
- ensuring regard for authority and positive relationships based on mutual respect
- ensuring fairness of treatment for all
- encouraging consistency of response to both positive and negative behaviour
- promoting early intervention
- providing a safe environment free from disruption, violence, bullying and any form of harassment
- encouraging a positive relationship with parents and carers to develop a shared approach to involve them in the implementation of the school's strategy and associated procedures.

Behaviour Policy - Purpose

The purpose of our Behaviour Policy is to enable all members of the Thomas Gainsborough School community to have the knowledge of the Behaviour systems and practices which enables consistency of application across the whole school.

Positive behaviour is essential to ensure our core purpose of learning is not disrupted and to enable a safe and effective environment where everyone can learn and in which every student is able to maximise their potential and develop in line with our core values (see below). Through adherence to our behaviour policy, as a community we are able to deliver our ethos of *'Excellence: for each, for all'*

Respect	Resilience	Honesty	Happiness	Confidence	Positivity
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All students and staff at Thomas Gainsborough School have the right to be treated with respect and courtesy. They also have the right to work and study in an effective well-ordered learning environment where standards of behaviour and discipline are high and where excellent levels of learning can be achieved. No student has the right to disrupt the learning and education of others. Students have the right to a well-disciplined environment that creates effective conditions for learning and promotes high standards for all.

Roles and Responsibilities

Leadership of the School

The leadership of the school will establish, in consultation with the governors, staff and parents the strategy for the promotion of good behaviour and keep it under review. It will ensure that it is communicated to students and parents, is non-discriminatory and the expectations are clear. Governors will support the school in maintaining high standards of behaviour.

The Headteacher

The Headteacher will be responsible for the implementation and day-to-day management of the strategy and procedures. Support for staff faced with challenging behaviour is also an important responsibility of the Headteacher.

All Staff

Staff, including teachers, support staff and volunteers, will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential. Staff have a key role in advising the Headteacher on the effectiveness of the policy and procedures. They also have responsibility, with the support of the Headteacher, for creating a high-quality learning environment, teaching good behaviour, and implementing the agreed strategy and procedures consistently. The Headteacher, fellow leadership of the school, governors and staff will seek to ensure there is no differential application of the strategy and procedures on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality. They will also endeavour to ensure that the concerns of students are listened to and appropriately addressed.

Parents and carers

Parents and carers will take responsibility for the behaviour of their child both inside and outside the school. They will be encouraged to work in partnership with the school to assist the school in maintaining high standards of behaviour and will have the opportunity to raise with the school any issues arising from the implementation of the strategy.

We expect you as parents and carers to support your child by:

- Accepting school policies as they are described on the school website and in other relevant documents.
- Supporting the school's decision when your child is sanctioned.
- Conducting yourself in a respectful manner towards staff at all times.
- Trusting the school and relevant external agencies to resolve any issues your child might have.
- Having high expectations of your child's work and behaviour.
- Ensuring that your child arrives for school every day, on time and with the correct equipment.
- Ensuring that your child follows the uniform policy.
- Encouraging your child to work hard in lessons.
- Reinforcing the importance of being polite and respectful to staff and kind and helpful to other students.
- Checking your child's planner at least once a week.
- Helping your child meet the school's expectations by ensuring they attend catch up sessions or detentions, as necessary.
- Encouraging your child to participate in extra-curricular activities and trips.
- Paying for any property that is damaged or destroyed by your child.
- Accepting responsibility for any property brought into school by your child.
- Ensuring your child conducts his or herself in a respectful manner within our local community.
- Supporting your child by attending Parents' Evenings, school events, and other meetings, as appropriate.
- Keeping the school informed of any changes to your child's circumstances.
- Ensuring that the school has up-to-date contact information.

Students

Students will be expected to take responsibility for their own behaviour and will be made fully aware of the school strategy, procedure, and expectations. Students also have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported in a timely manner. In practice this means that students are expected to:

- Do their best to meet the expectations of the school and their family.
- Attend school each day.
- Arrive at school and for lessons promptly.
- Bring the correct equipment to school every day.
- Always wear correct school uniform and appropriate shoes.
- Work hard in lessons.
- Do their homework as well as they can and hand it in on time.
- Behave well in class, in the corridors and around the school.
- Be polite and respectful to their teachers and all other adults in the school.
- Conduct themselves in a respectful manner and present a positive image of the school within our local community and on school trips.
- Be kind and helpful to other students.
- Attend any catch-up sessions or detentions set by their teachers.
- Look after school property.
- Put all litter in a bin.

Expectations

The ethos of the school, 'The Thomas Gainsborough Way' is imparted through our student's personal presentation and how they conduct themselves within the school and the community. This means that everyone should act according to the stated Aims and Values of the school whilst in school, on school trips and visits, within online conduct and on the journey to and from school.

We do expect as successful behaviours that students will;

- Be punctual at the start of the day and for lessons
- follow the TGS Way
- follow all policies and expectations e.g. uniform, behaviour, mobile device, relationships, and anti-bullying
- gain merits through positive behaviour
- be ambassadors of the school

We will not tolerate:

- violent or threatening behaviour
- sexual harassment and sexual violence
- inappropriate language or swearing
- refusal to follow instructions and defiance (including completing assigned work)
- bullying (including online / cyberbullying, prejudice based or discriminatory)
- racism or any other form of prejudice
- deliberate dangerous behaviours
- disruption to other people's learning
- misuse of technology (including mobile phones / iPads/ school systems)
- bringing the school into disrepute (in person or online)
- damage to school or student property
- illegal substances (including, but not limited to, vapes / smoking paraphernalia, drugs & alcohol)

The 'Thomas Gainsborough Way' curriculum, covering key routines on successful behaviour will be taught through tutor time activities, assemblies, PSHE lessons and during individualised work with students.

Procedures

The procedures arising from this policy are developed by the Headteacher in consultation with the staff and governors. The procedures make clear to the students how acceptable standards of behaviour can be achieved and have a clear rationale which is made explicit to staff, students, and parents. The procedures will be consistently and fairly applied and promote the idea of personal responsibility and that every member of the school has a responsibility towards the whole community.

Encouraging Good Behaviour

Expectations will be taught, clearly explained, regularly discussed, and reflected upon in tutor time. Some students may need additional teaching at times to support their ability to reach the expected standard of behaviour. This will be directed as appropriate by senior leaders or members of the Student Services Team.

We will always seek to identify and reward excellent work and good behaviour. This should be supported by frequent use of verbal praise and positive written comments on pieces of work and the awarding of merits; sending letters home; the issuing of certificates and other 'TGS Way' awards.

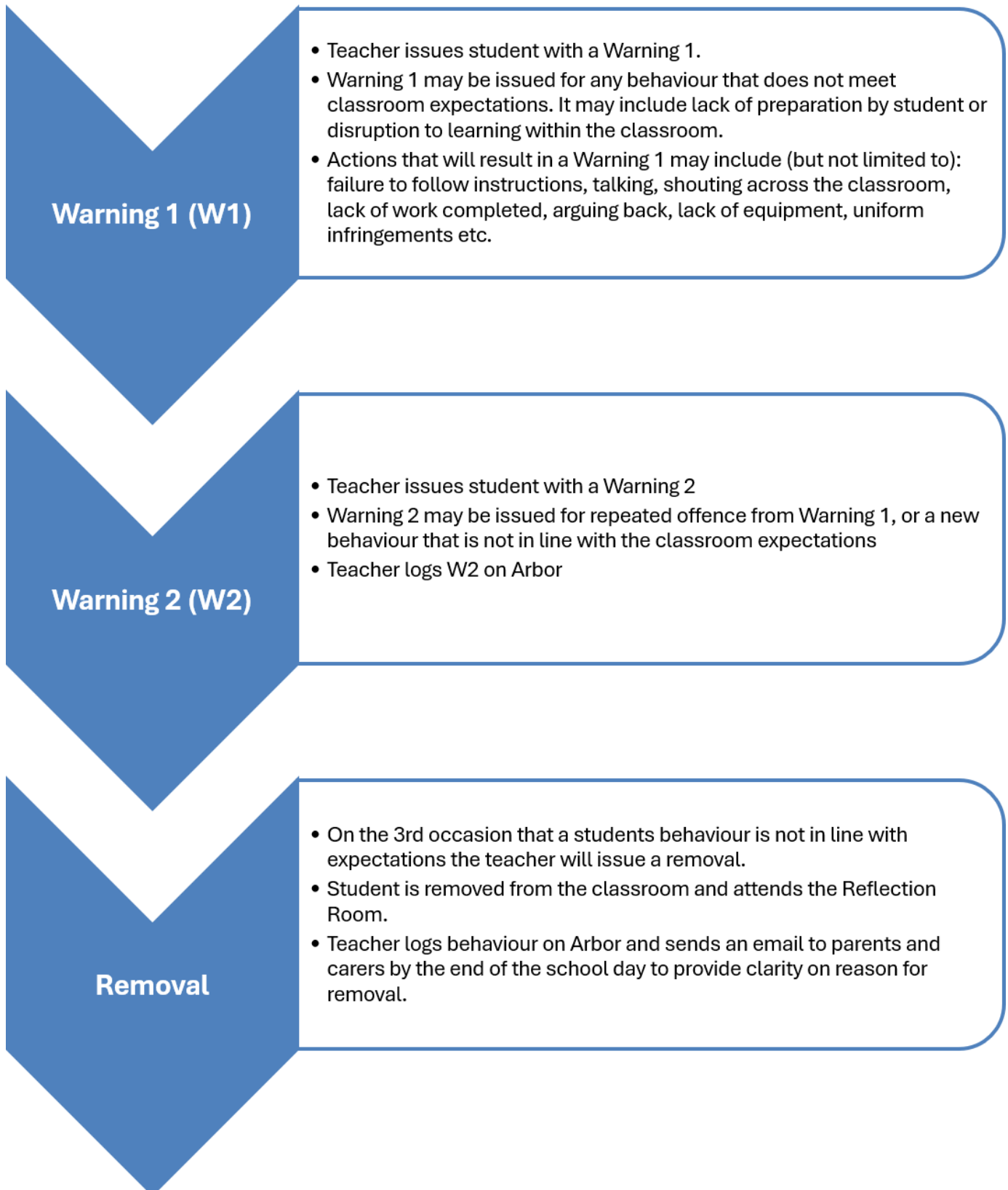
To celebrate at every opportunity where students demonstrate the school values and are positive ambassadors for TGS within the school and local community. Including where they demonstrate wearing their uniform and the badges they have been awarded with pride and in line with expectations, make improvements on their behaviour or show an engagement into the TGS Way.

We reward students who meet or exceed our expectations in the following ways:

- *Merits:* These points go towards the Chelsworth Trophy, our House competition at TGS. Students are awarded prizes at significant merit milestones (100, 200, 300, 400 etc.) with appropriate, year group specific rewards for each threshold.
- *Achievement Assemblies (Y7-Y13):* At the end of each half term, Heads of Year hold an assembly to celebrate the achievement of the students, both in lessons and contribution to the wider school and local community.
- *Annual Prize Giving:* In the Autumn Term, there is a formal prize-giving ceremony for students who have achieved the best results in the end of year examinations. In addition, there are prizes for students who have participated in enrichment and sporting activities. Parents are invited to the ceremony which is held in the evening.
- *End of Year Rewards Event:* In the Summer Term, students who have met or exceeded our expectations will be offered the opportunity to attend a rewards event. This will be based on behaviour, attendance, and engagement with the TGS Way. The menu of events may include some trips or activities held off site.
- *Attendance Rewards:* Attendance rewards and prizes are given out at the end of each term.

Managing Classroom Behaviour

As per the principles of the behaviour policy, at TGS we expect classrooms to create a positive culture that promotes excellent behaviour, ensuring that all students have the opportunity to learn in a calm, safe, and supportive environment. The process below outlines the steps that will be taken in all classrooms to ensure that disruption to learning is managed.



Removal from Lessons – The Reflection Room

When a student is removed from lessons, as per the Managing Classroom Behaviour approach, students are required to attend the reflection room. Students are directed by the teacher to attend the reflection room and make their way to the room. If the student has not arrived at the Reflection Room within 5 minutes a member of staff will locate them. Failure to attend the Reflection Room may result in a further sanction.

Entering the room and reflection

Upon entering the reflection room students are met by a member of the pastoral team who will ensure, through conversation, that the student is ready to be successful in the reflection room. All students will complete a reflection form to ensure they have had the opportunity to better understand the impact of their behaviour on their learning and that of others. The form will be reviewed by the reflection room staff and relevant Head / Deputy Head of Year. Where required a restorative conversation will be arranged between the student and the teacher.

Duration of time in the Reflection Room

All students who are removed to the reflection room will be required to spend the following time in the reflection room:

- The remainder of the lesson they were removed from.
- One additional period.
- One 30-minute social time.

Expectations within the reflection room

When working in the reflection room it is expected that all students will:

- Complete the work provided to you. Students will continue to complete work that is related to the areas of the curriculum that they are missing due to removal.
- Always sit upright (no heads on desk / sleeping).
- Remain in their seat unless directed to move.
- Work in silence (no turning around and talking).
- Not engage in behaviours designed to disrupt the reflection room.

Leaving the Reflection Room

At the end of each period the Reflection Room Co-ordinator will evaluate each student's success on a Pass / Fail basis. In order to pass the session each student must demonstrate they have met the expectations detailed above. If this is the case, they are deemed to have passed the session. In order to leave the Reflection Room students must successfully pass the 2 lessons and a social time by demonstrating the behaviours as detailed above.

If students do not meet the expectations, they are awarded a fail and an additional period of time in the reflection room is added. Once they have successfully completed all lessons and a social time students will be returned to their normal lessons.

Persistent Disruption in the Reflection Room

Students who persistently disrupt the reflection room, or those unable to meet expectations will be sanctioned through an additional day in the Reflection Room. Each case will be reviewed by a Head of Year or Senior Leader, and escalated sanctions (as per the Sanctions section of the policy) may be applied.

Social Time in the Reflection Room

Students will have the opportunity to order their break and/or lunchtime food when in the reflection room. The food will be brought to the room and students given the opportunity to eat their snack / lunch in the room. The expectations in the room remain the same during social time.

Zero Tolerance Behaviours

The following behaviours will not be tolerated under any circumstances:

- Harmful Sexual Behaviours (Sexual harassment and/or sexual violence).
- Violent or threatening behaviour.
- Racism or prejudice related.
- Inappropriate language or swearing towards another person.
- Internal truancy (failure to attend allocated lesson).
- Refusal to follow instructions.
- Leaving a lesson without staff permission.
- Rudeness to staff.
- Dangerous use of equipment.
- Persistent failure to comply with uniform policy.
- Wilful damage to school property.
- Smoking, vaping or being in the presence of smokers / vapers (including being found with smoking paraphernalia and e-cigarettes / vapes).
- Failure to comply with the mobile phone policy.
- Theft or damage to school property or the property of others.
- Inappropriate use of the school's IT systems.
- Inappropriate behaviour whilst travelling to / from school.
- Any behaviours not listed above that endanger others safety or negatively impact the learning of others will be classed as zero tolerance.

Any students found to have committed a zero-tolerance behaviour will be placed in the reflection room for a minimum of a full school day (5 x lessons and 2 x social times) by their Head of Year or member of the Senior Leadership Team.

Parents and Carers will be contacted via email or phone to inform them of the incident and the behaviour logged on Arbor.

As per the expectations in the Reflection Room, students who fail to meet expectations will incur additional time within the reflection room.

Escalated sanctions may be utilised (as per the sanctions section of the policy) in response to zero tolerance behaviours.

Sanctions

The majority of our students never experience any of our sanctions. Occasionally certain students may fail to meet our expectations and need a reminder of what is acceptable.

The purpose for sanctions used within the school is:

- To respond to inappropriate behaviour.
- For students to realise their role in the learning partnership.
- To provide a secure learning environment.
- To encourage personal development in order to function as a civilised member of society.
- For students to accept responsibility for their own behaviour.
- To prevent the disruption of the learning of all students.

A range of sanctions are clearly defined in the procedures, and their use will be characterised by clarity of why the sanction is being applied and what changes in behaviour are required to avoid future sanctions. The procedures make a clear distinction between the sanctions applied for minor and major offences.

When poor behaviour is identified, sanctions will be implemented consistently and fairly. The school will have a range of disciplinary measures in place. These can include, but are not limited to:

- Use of the school warning system in lessons - Students who fail to meet our expectations in lessons, for example being inattentive in class, will receive a warning. If they do not correct their behaviour, or do something else unacceptable, they will receive a second warning. If a third warning is necessary, students will be removed from the lesson.
- Removal to the Reflection Room - Students who continually fail to meet our expectations or commit a serious breach of discipline will be placed in the reflection room. They will work away from their normal classroom. The amount of time in reflection will depend on the nature and severity of the incident.
- Target Card (Reports)
- Thomas Gainsborough Support Programme (TGSP)
- A verbal reprimand.
- Extra work or repeating unsatisfactory work until it meets the required standard.
- Loss of privileges – for instance the loss of a prized responsibility or not being able to participate in school events such as trips or prom.
- Loss of social time; either break time, lunch time, or both.
- 30-minute detention, served during break time.
- 60-minute after school detention.
- Working in a supervised environment away from their peers.
- School based community service or imposition of a task – such as picking up litter or weeding school grounds; tidying a classroom; helping clear up the dining hall after meal times; or removing graffiti.
- Regular reporting including early morning reporting; scheduled uniform and other behaviour checks; or being placed “on report” for behaviour monitoring. This may include reporting to their Head of Year, Deputy Head of Year, tutor, or other members of SLT.
- Respite at an alternative provision. At TGS, students may be directed to other local or trust schools as part of our respite provision. Work is provided for students and attendance / welfare is checked by TGS staff. Respite may be for a single day, or period of days.
- Direction Off Site (DOS) – students are directed to attend an alternate provision for a period of time by the local authority

- Cross Site Suspension – on occasions students may be directed to complete their period of reflection at another school within the trust or another local school. This will be communicated and arranged directly with parents and carers
- In more extreme cases the school may use suspension or permanent exclusion.

Teachers can discipline students at any time the student is in school or elsewhere under the charge of a teacher, including on school visits. Teachers can also discipline students in certain circumstances when a student's misbehaviour occurs outside of school, and the student is identifiable as a student of TGS, bringing the school into disrepute. While we expect parents to support sanctions put in place by the school, we do not require parental consent to sanction students.

Target Cards (Reports)

Target Cards (Reports) are used at Thomas Gainsborough School to support students, parents and carers and school in identifying where good behaviour for learning is happening and spot patterns or trends of poor behaviour for individual students. The system is designed to be supportive, identifying areas for improvement, rather than an additional sanction or punitive measure.

A student may be placed on a Target Card for a number of reasons that could include, but are not limited to:

- Return from suspension.
- Pattern of negative behaviours logged on the system.
- Persistently failing to meet standards of punctuality and / or uniform.

When a target card is issued it is the responsibility of the student to ensure each of their teachers fills in their report at the end of each lesson. The report is monitored at the end of each day by the appropriate staff member.

Students will typically be on report for a period of 2 weeks. Upon successful completion of the report the student has demonstrated they are able to consistently meet the expectations of them set by the school. In cases where students fail to meet the expectations of them the report may be repeated or escalated to the next level.

Report Level	Responsible Staff
1	Tutor or Learning Mentor
2	Head of Year / Deputy Head of Year
3	Assistant Headteacher
4	Deputy Headteacher

The school retains the right to implement sanctions for students who fail to complete their report, lose it, or do not engage with the process.

Thomas Gainsborough Support Plan (TGSP)

If a student continues to fail to meet the school's behaviour expectations, they will be put on a Thomas Gainsborough Support Plan (TGSP) for a period of no more than 16 weeks. The purpose of the TGSP is to set clear, measurable targets for improving students' behaviour and conduct.

Students in receipt of a TGSP will be those deemed to be at risk of permanent exclusion.

Parents will be informed and expected to attend fortnightly meetings with their child's Learning Mentor and / or Head of Year to review progress and amend targets if needed. The initial meeting will be with a member of the Senior Leadership team.

Outside agencies will be contacted for additional support if applicable (this could be the Education Access Team or Specialist Education Service in Suffolk as examples, but this is not exhaustive and will be personalised to an individual student).

Detention Procedures

Thomas Gainsborough School may use detentions as a sanction to support promoting good behaviour for learning as per the sanctions section of this policy.

All detentions are held in the Reflection Room, or with an individual staff member. Detentions will be for a duration of 30 or 60 minutes.

The expectations of students in detention are the same as those in the reflection room. Please see the relevant section of this document for further information.

Homework detentions may be issued for either 30 or 60 minutes and served with the relevant staff member or department.

30-minute detentions

A detention of 30 minutes will be issued and served on the same day and will take place during a designated break time within the school day. Detentions issued during lesson 5 will be served during the next day. The negative behaviour will be recorded on Arbor.

60-minute detentions

A detention of 60 minutes will be issued with at least 24 hours' notice before the planned detention date. Parents will be notified via Arbor. The detention will take place after school between 3:15pm – 4:15pm. Students will then be able to access the late bus provision where available to ensure travel home where they ordinarily access public transport. Where a late bus service does not exist, it is the responsibility of the parents to arrange transport home for their child.

Parental consent is not required for detentions regardless of whether suitable travel arrangements can be made for the student. Where a student is unable to sit their 60-minute detention after school the parent will discuss this with the relevant Head / Deputy Head of Year or member of the Senior Leadership team. It does not matter if making these arrangements is inconvenient for the parent.

Students who fail to attend their detention or fail the expectations of detention due to persistent disruption will receive an escalated consequence in line with our Zero-Tolerance behaviour approach.

Late to School Detentions

Students must be in school and their tutor rooms by 08:45am each morning.

- If students arrive to school after 08:45am then they will be classed as late to school.
- All students (except those in Sixth Form) enter via the main student entrance gates by the leisure centre. Any student arriving to the gate after 8:45am will be deemed as late to school.
- Students who are late to school once in a week will not receive a detention.
- Students who are late to school a second or subsequent time in the same week must sit a 30-minute detention at a designated break time on the same day of lateness for each time they are late to school.
- Persistent lateness to school will lead to a 60-minute after school detention being issued. Parents and carers will be contacted in order to work together to improve student punctuality.
- Exceptions will only be made for valid reasons such as medical and dentistry appointments (where evidence of absence has been provided) or issues with school contracted transport.
- Reasons such as traffic, going back to get something left at home or feeling slightly unwell in the morning will not be considered valid reasons for lateness and will still result in a detention.

Late to Lesson Detentions

Students who are late to lessons within the school day will receive a 30-minute detention at a break time on the day the lateness occurs.

Students will be deemed as late if they arrive at the lesson later than the stated start time of the lesson, seen in the table below. The 'deemed late times' ensure all students can travel across the site between lessons in a timely fashion. The deemed late times for tutor time, lesson 3 and lesson 5 are the same as the start time as they are preceded by a break or signal the beginning of school.

Lesson	Lesson Start Time	Time Student is deemed late to lesson
Tutor Time	8:45am	8:45am
1	9:15am	9:20am
2	10:15am	10:20am
3	11:45am	11:45am
4	12:45pm	12:50pm
5	2:15pm	2:15pm

Students who are late to school, and have been issued a detention for this reason, who are subsequently late to tutor time will not receive a double sanction. Students who were not late to school, but are late to tutor time will receive a detention

Where students are deemed late to class, they will be required to attend the reflection room at the next available break time to serve their detention. For lateness to lesson 5, the detention will occur during the next school day.

Multiple Detentions

In cases where students have accrued multiple detention in one day they will serve a detention at both break times of that day and any remaining detentions will roll over to the next day.

Suspension and Exclusion Strategy

Only the Headteacher or the person deputising for the Headteacher has the power to decide to suspend a student.

Suspensions can be:

- Internal Fixed Term Suspension (IFTS) – where students are placed in the Reflection Room for a period between 1 and 5 days between 8:45am and 3:15pm. This will be used when the external suspension may pose a safeguarding risk.
- Internal Fixed Term Suspensions at another trust school where students will be provided with transport to the nearest trust school and will be placed in their reflection room.
- External Suspension- where the student is normally suspended from the school. Following suspensions, a student may be required to be placed in the Reflection Room or internal suspension, depending on the nature of the incident.
- Permanent exclusions.

For both IFTS and external suspensions it is important that a reintegration meeting takes place between parents or carers and a member of the student support team, usually along with a Senior leader from within the Student Support team. The student will be placed on report and a TGSP may be opened.

All serious breaches of School policy should be investigated thoroughly under the leadership of the Deputy Headteacher, Personal Development. Witness statements should always be taken including a statement from the alleged perpetrator. The Deputy Headteacher will then decide based on the evidence available on what action should be taken, making recommendations to the Headteacher.

The Governing body accepts that senior leaders will make such decisions based on the principle of a balance of probability when conclusive proof is not available.

Where a student is given a suspension of six school days or longer, the school is obliged to provide suitable full-time education. A parent/guardian is always contacted by telephone in the first instance. A formal letter follows with a copy to the Chair of Governors. The letter and form are also recorded on the local authority's on-line database.

A written record of the actions taken must be kept together with copies of written records made by other members of staff, including any interview with the student concerned. A report on the number, type and nature of suspensions is given to the Governing Body at their meetings.

In the case of a permanent exclusion the school will send work home for the student to complete for the first 5 days following the exclusion. From the sixth day the Local Authority is responsible for ensuring that full time education is provided.

Only the Headteacher can decide to permanently exclude a student. A decision can be taken only:

- In response to a serious breach or persistent breaches of the school's discipline (Behaviour, Anti-Bullying or Drug) policies.
- If allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

There may be occasions when in the judgement of the Headteacher it is appropriate to exclude a student permanently, for a single one-off breach of the policy. These may include (although this list is not exhaustive)

- serious actual or threatened violence against another student or member of staff.
- sexual abuse or assault.
- supplying an illegal drug (for payment or not), or any other substance knowing it is to be misused.
- carrying an offensive weapon.

Persistent Inappropriate Behaviour

Students who repeatedly fail to follow our Behaviour for Learning expectations will be placed on a Report Card monitored by a member of the student support team. The student will set achievable targets to support an improvement in their behaviour choices. The card must be signed at the end of each lesson by the subject teacher. Students will collect their card from a member of the student support team and report back at the end of each day to review their progress.

If a student continues to fail to meet the school's behaviour expectations, they will be put on a Thomas Gainsborough Support Plan (TGSP) for a period of no more than 16 weeks. Parents will be informed and expected to attend a fortnightly meeting with their child's linked member of the student support team to review progress and amend targets if needed. Outside agencies will be contacted for additional support if applicable.

If the student continues to not meet the School's expectations then the school may inform parents that their child will be discussed at the In Year Fair Access Protocol (IYFAP) meeting to access further support and/or a managed move/direction off site to another school because they are in danger of being permanently excluded for persistent breaches of the School's behaviour policy.

Students who persistently breach the school's behaviour expectations and if allowing them to remain in the school would seriously harm the education or welfare of the student or others in the school could be permanently excluded.

Anti-Bullying Strategy

You should be reassured that bullying of any kind will not be tolerated at our school and any instances of bullying will be investigated and dealt with. We expect students to show respect and consideration for others (not exhaustive list).

- by deploring and avoiding violence, including pushing, kicking, or fighting (even in fun).
- by refraining from insults, verbal abuse, and bad language (including swearing, sexist, or racist comments).
- by reporting any instances of bullying or intimidation to Student Services.

What is Bullying? Bullying is any behaviour that is intended to hurt or belittle someone; that makes them feel ashamed, unhappy, or afraid. This could mean:

- Name calling over multiple occasions.
- Deliberate kicking, punching, or other physical violence.
- Taking or damaging property.
- Excluding anyone from a group activity.
- Laughing at or ridiculing someone.

Students are given the following advice:

- If you are bullied or see bullying taking place, tell an adult in school to report it to a member of staff in Student Services immediately.
- Remember it is not wrong to tell.
- Do not try to buy the bully off.
- Remember: it is not your fault.

Parental Advice:

- Bullying is a serious action; do not treat it lightly.
- Watch for signs of distress - unwillingness to come to school; unusual patterns of illness.
- Talk to your child about what school is like.
- Encourage your child to report bullying -it will be taken seriously.
- Reassure your child that telling is not wrong.
- Do not encourage retaliation.
- Contact your child's Head of Year or Tutor straight away if you have any concerns.
- Work with the school. The problem can be solved.

Steps taken to support and respond to the needs of both bullied and bullying students.

- Records kept.
- Action which may be taken include:
 - Contacting families of all students concerned in the bullying incident
 - Investigations
 - Feedback to those concerned
 - Sanctions as per those listed in this policy
 - Contacting relevant professionals

Assault on Staff and other Serious Incidents

Serious incidents should be dealt with as quickly as possible. Any incident involving physical aggression or serious verbal abuse (e.g. swearing, sexist or racist abuse) to a member of staff must be reported via an incident form to a Pastoral Leader/Senior Leadership Team immediately.

Persistent or serious infractions of the School Behaviour Strategy may result in students/parents/carers being requested to appear before the Governing Body.

All members of staff witnessing a serious incident should make a written report using the school proforma as quickly as possible and send it to the person dealing with the incident or, if that is not known, to the Pastoral Leader/SLT.

All assaults on staff will be treated as a serious incident.

The term 'assault' can be used to cover a very wide range of actions, ranging from pushing past someone, to using a weapon to cause serious injury. It would be wrong, therefore, and against the principles of natural justice, to have a blanket standard response which laid down the same action whatever the nature of the incident or the circumstances which led up to it.

All incidents will be dealt with individually, taking into account such factors as:

- The circumstances leading up to the incident.
- The nature of the incident.

If an incident is:

- Serious and/or sustained.
- Pre-meditated.
- Involving drugs or a weapon.
- Following a warning.
- To be a strong case for the recommendation of permanent exclusion to the Governing Body.

All other cases can result in:

- A lengthy suspension.
- The student appears before the disciplinary panel of the Governing Body, at which their future in the school would be considered.
- If allowed to return to school, a formal Governors' warning that any repetition would result in permanent exclusion.
- Appropriate follow up, monitoring and intervention from the Inclusion Team.

Reporting Issues: If any student has a concern, would like to report an issue or wishes to speak with a member of staff, we always encourage them to visit our Student Services area during social times. When students arrive at Student Services, they may be asked to write a statement, so that we can then begin to investigate and support to resolve any issues or concerns they may have. All statements are passed onto the Head of Year and kept safe for future reference.

Mobile Phones & Other Electronic Devices

As part of USP, we will be taking part in the Trust approach to mobile phones and ensuring that students do not have access to mobile phones during the school day. The Trust policy and specific school procedures can be found in the Thomas Gainsborough School Phone Policy document.

This approach ensures that the entire school day—from arrival to exit—is free from the distractions that mobile phones can cause. Research shows that phones, even when not in use, reduce attention and hinder learning. By removing this barrier, we help students concentrate more fully, engage more deeply in lessons, and develop positive learning habits.

We recognise that many parents will want their children to have a mobile phone on their journey to and from school, and our policy on mobile phone use does not prohibit this.

During the school day, mobile phones, smartwatches, headphones, Air pods, and other electronic devices are classed as banned items. Further information about banned / inappropriate items can be found in the appropriate section of this document.

As per the Mobile Phone policy, mobile phones, and other electronic devices, when brought into school, will be stored in lockable phone pouches. The phone pouch will be locked and checked in morning registration and unlocked, via the designated unlocking station at the end of the school day.

Any student who is found to have engaged in the behaviours relating to mobile devices that are in contradiction to the policy of the school will receive a zero-tolerance consequence in line with this policy. These behaviours are, but not limited to:

- Being found to have used, or suspected to have used, a mobile device.
- Being in possession of a mobile device, not in a locked pouch without prior exemption.
- Being found to have used or suspected to have used a device to ‘unlock’ pouches during the school day with the aim of gaining access to their phone.
- Being found to have placed an alternative phone or substitute device in the pouch to ensure access to their main phone is maintained.

In an instance when a student contravenes the schools' policy on mobile devices, they will receive the following sanction in line with our behaviour policy:

- 1-day internal suspension, served in the Reflection Room.
- Confiscation of the mobile device until the end of the school day.

Where students refuse to comply with the sanctions in place, a further, escalated sanction may be applied.

Where offences are repeated / persistent the school will confiscate the phone for 24 hours, to be collected by parents / carers.

To ensure compliance with the schools' policy on mobile devices the school may search individual students to check for the presence of a mobile device. Details of the schools' approach to searches and confiscation are outlined in the appropriate section of this document.

Confiscated phones will be stored in Student Services. Lost phones should be returned to Student Services. The school will then attempt to contact the owner. The school cannot be held responsible for any personal items brought onto site. Any damage or loss to such items therefore is the responsibility of the student.

Confiscation of Inappropriate Items

The school enables a member of staff to confiscate, retain or dispose of a students' property as a punishment, so long as it is reasonable in the circumstances. The law protects them from liability for damage to, or loss of, any confiscated items.

Schools have the statutory power to undertake a search of a student or their possessions (without their consent) if there are reasonable grounds to believe that the student may be carrying a dangerous or banned substance or object, e.g. a weapon or illegal drug, or any other item which might pose a serious risk to the safety of that student and/or others. More details are available in the following document which will be followed by the school [Searching and Confiscation – advice for Headteachers, staff and governing bodies](#)

Power to search without consent for “prohibited items” including:

- Knives and weapons.
- Alcohol.
- Aerosols.
- Illegal drugs.
- Stolen items.
- Tobacco, cigarette papers, and lighters.
- Vapes.
- Fireworks.
- Pornographic images.
- Objects which have been modified with the intention to create injury.
- Racist, homophobic, or extremist literature.
- Large quantities of money.
- Large quantities of foods which may be used for resale for personal gain.
- Non-prescribed medication.
- Electronic equipment (refer to Mobile Device Strategy).
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.
- Any item banned by the school rules which has been identified in the rules as an item that may be searched for.

The school is not required to have formal written consent from the student for this sort of search – it is enough for the teacher to ask the student to turn out his or her pockets or if the teacher can look in the student's bag or locker and for the student to agree. To promote safety, the school may conduct random or targeted screenings of students and their personal belongings using a metal detecting device. These screenings will be carried out in a respectful and non-discriminatory manner.

Thomas Gainsborough School has in this policy informed all parties on what items are on our banned list and therefore these are the items that can be searched for under this policy.

If a member of staff suspects a student has a banned item in his/her possession, they can instruct the student to turn out his or her pockets or bag and if the student refuses, the teacher can apply an appropriate punishment as set out in this strategy.

A student refusing to co-operate with such a search raises the same kind of issues as where a student refuses to stay in a detention or refuses to stop any other unacceptable behaviour when instructed to do so by a member of staff – and in such circumstances, schools can apply an appropriate sanction. However, in a safeguarding situation the senior member of staff will call the police to the school and the child will be removed from the school site for a more extensive search at a local police station.

Behaviour on Trips, Home-School Transport and walking / cycling to school

Students on school trips and visits, on the journey to or from school via any mode of transport including walking, and on the daily home-school buses, are governed by the School's Behaviour Policy.

It is expected that students behave well on trips and visits and on the daily buses. Poor behaviour on buses can be extremely dangerous and is completely unacceptable. Likewise, rudeness to drivers and other adults will not be tolerated and may result in internal suspension or suspension.

Students who misbehave on the daily buses may be reported to Suffolk County Council who are able to ban them from further travel on the buses concerned.

Students on trips could be sent home, at their parents' expense if their behaviour risks the health and safety of others.

Students will be sanctioned if they bring the school into disrepute on the way to and from school.

Depending on the severity of the behaviour this could result in internal suspension or permanent exclusion.

Behaviour outside of school will be investigated as appropriate and external authorities will be informed as required particularly if the incident outside of school affects the school environment and the safety of others.

School Uniform

School uniform is compulsory for all students in Year 7-11. Students wearing inappropriate items will have them confiscated. Students should always be in correct uniform when on school premises, including before and after school. Students must be in the correct uniform in order to attend lessons. If students experience any issues with their uniform, they must attend Student Services immediately.

Non-uniform items will be confiscated. Students will usually be able to collect confiscated items from the Head of Year's office or Student Services on the same day. Students who persistently wear non-uniform items may have those items confiscated for a longer period of time and/or be issued with a sanction in line with our zero-tolerance approach.

Items confiscated due to persistent defiance to the school's uniform policy will be collected by families at a pre-arranged time.

School Uniform expectations can be found in Appendix A

Students in the Sixth Form do not have to wear a compulsory uniform. As part of the vision for the sixth form to achieve academic excellence and the highest expectations, the students will have to adhere to the dress code of the sixth form, this can be found in Appendix A.

Sixth form students who persistently fail to meet uniform expectations may face a sanction in line with our zero-tolerance approach or other appropriate sanction as agreed by the Director of Sixth Form.

Equipment

Being properly equipped for school is vital to ensure students are ready to learn and lessons are not disrupted unnecessarily through teachers needing to hand equipment to students.

A complete list of the compulsory equipment students is expected to have in school can be found in Appendix B of this policy.

Tutors will check student equipment at the beginning of each school day during tutor time. Where students persistently do not have the correct equipment, a sanction will be applied, in line with those in this policy, by the tutor or Head of Year and contact home will be made.

Illegal Substances, Alcohol, Solvent Abuse, Use of E-Cigarettes, Vapes and Smoking

Please see Thomas Gainsborough School's Drug Incident Policy for further details.

Interrelationship with other school strategies

In order for the behaviour strategy to be effective, it will be implemented in conjunction with other school strategies including:

- Anti bullying and Relationships Policy
- Attendance Policy
- Drug Incident Policy
- Mobile Phone Policy
- Restrictive Interventions Policy
- SEND Policy
- Safeguarding Policy

Involvement of Outside Agencies

The school works positively with external agencies. It seeks appropriate support from them to ensure that the needs of all students are met by utilising the range of external support available.

Restrictive Intervention

Restrictive interventions are a last resort, at Thomas Gainsborough School we prioritise – prevention, early support, de-escalation strategies. Any use of restrictive interventions will always be – lawful, necessary, proportionate, and time-limited. There will always be a strong emphasis on de-escalation and prevention, and staff will be expected to use strategies before intervention occurs.

For further information on the use of restrictive intervention at TGS please see the Restrictive Intervention policy.

Review

The Headteacher, in consultation with the staff, will undertake systematic monitoring and conduct regular reviews of the behaviour management strategy and procedures in order to evaluate them to ensure that the operation is effective, fair, and consistent. The Headteacher will keep the Governing Body informed. The Governing Body will regularly review this strategy and associated procedures, to ensure its continuing appropriateness and effectiveness.

APPENDIX A

School Uniform

Full details of the expected school uniform can be found on the school website [Uniform | Thomas Gainsborough School](#)

Years 7 to 11

- TGS Blazer
- TGS Tie
- Formal style trousers (e.g., no skinny fit or flares). Trousers must be worn on or above the hips. A simple black belt may be worn if required.
or
- TGS style “straight” school skirt (i.e. no pleats, flared, zips and does not hug the figure). Skirts should be black, knee length and not rolled up at the top. Skirts should not be of a jersey type fabric.
- Plain white buttoned shirt (collar must be fastened & shirt tucked in)
- Black socks or black tights
- Plain black shoes (Not canvas or training shoes - for example, no Vans, Nike, or Converse)

Optional

- TGS jumper, no other jumpers are permitted.

Outdoor coats or other layers should not be worn underneath the blazer.

Jewellery & Accessories:

- One small, studded earring is permitted in each ear. During PE lessons, they must be taken out. No other piercings are permitted. In rare cases, students may be granted an exception for religious reasons, but they must get a pass from Student Services for this.
- Students are permitted to wear a watch but smartwatches (for example, Apple Watch) are not permitted.

Makeup, Nails and Tattoos:

- Make up must be natural and not include false eyelashes.
- Nails must be natural, not painted, acrylic or gel. These will be removed if a student wears these for school.
- As per the Tattooing of Minors Act 1969, it is illegal for anyone under the age of 18 to get a tattoo, even with parental consent. Therefore, students are not allowed to have any tattoos.

Years 12 to 13

As part of the vision for the sixth form to achieve academic excellence and the highest expectations, the students will have to adhere to the dress code of the sixth form:

- Tailored formal jacket (No denim or leather).
- Buttoned shirt or blouse (Collared).
- Trousers, chinos, or knee length tailored skirts/dresses. (Body con skirts are not permitted).
- Leather or leather like shoes, smart suede shoes, or small heels. (Trainers, canvas, and boots are not permitted).
- Tights may be worn (Leggings are not permitted).
- Crew or V neck jumpers may be worn with a collared shirt underneath.
- Ties are optional.
- Outdoor jackets are not to be worn inside.
- No hoodies are to be worn inside.
- Lanyards must be worn at all times.

APPENDIX B

Compulsory Equipment

Years 7 to 11

Compulsory items of equipment: The following items are compulsory parts of student's equipment:

- Mobile Phone Pouch.
- 2 Black pens.
- 1 Green pen.
- 1 Ruler.
- 1 Rubber.
- 1 Pencil.
- 1 Pencil sharpener.
- 1 Highlighter (Yellow).
- 1 Glue stick.
- Scientific calculator.
- Reading book.

All items must be in good working order. Fountain and gel pens are not permitted.

Equipment can be purchased from any supplier, including Student Services before or after school.