



The Winston Churchill School

BEHAVIOUR POLICY

Review by:	Governors
Adopted by the Full Governing Body:	June 2026
Next review:	June 2027

Policy Statement

At the Winston Churchill School we are committed to creating an environment and culture where the exemplary behaviour of all students and adults is at the heart of productive learning. We expect all students and adults, to set the highest standards of personal conduct at all times. All students and adults are expected to accept responsibility for their behaviour and to encourage others to do the same. This behaviour policy is intended to ensure consistency across the school, reward good behaviour and promote the teaching of high expectations. The behaviour policy guides staff to model and teach self-discipline rather than mindless compliance.

Principle

Every member of the Winston Churchill School community, regardless of background:

- undertakes the RESPONSIBILITY to learn effectively, in all situations, through positive engagement
- builds RESPECTFUL relationships, empowering everyone to achieve their personal ambitions
- is READY and equipped to access the diverse range of inclusive opportunities
- contributes to the local, national and global community

The Winston Churchill School's behaviour philosophy and policy emphasises rewarding and recognising positive behaviour in line with The Winston Way.

The school promotes a restorative culture where students are supported to take responsibility for their actions through restorative intervention and sanctions as required. This combined approach focuses on addressing the harm caused to those affected by any wrongdoing and has been proven to be particularly effective when resolving conflict, improving relationships and reducing bullying (see Anti-Bullying Policy).

All students deserve the opportunity to learn effectively, as part of our community. We are committed to using all means available to support students to meet the behaviour expectations and be successful at Winston. To this end the school has identified and promotes the following values as being essential to creating free-thinking, self-disciplined young adults equipped for the world beyond Winston.

As members of the Winston Churchill School community...

- We know how we feel
- We appreciate our impact on others
- We develop positive core moral values
- We all share academic success
- We embrace opportunities
- We understand how to improve
- We apply our strengths appropriately
- We are active and responsible citizens.

Aims

- To promote, recognise and positively reinforce good behaviour, self-discipline and respect
- To address all forms of bullying and child on child abuse, including verbal, physical, emotional, sexual or online harm, harassment or violence, through education, early identification, effective intervention and appropriate sanctions, in line with Safeguarding and Anti-Bullying policies.
- To promote self-discipline and improve self-esteem
- To provide a broad, balanced and relevant curriculum related to the needs of individual students
- To maintain a learning environment where poor behaviour is addressed swiftly, minimising disruption
- To provide a challenging and stimulating learning environment
- To ensure students are aware of school's expectations and create a positive ethos
- To work with parents and carers to foster a sense of social responsibility and respect in their children
- To encourage all staff to respond to all cases of poor behaviour in a constructive and consistent manner
- To ensure, fairness and mutual respect promoting the formation of good relationships
- To teach appropriate behaviour through positive interventions

Roles and responsibilities

All members of our school are expected to adhere to the school's behaviour policy. Acceptable behaviour is clearly defined as behaviour that is **responsible** and **respectful**. All members of our community are expected to be **ready** to engage and actively participate in learning.

The school will:

- Share and monitor behaviour procedures with students, parents and carers, and staff so that positive behaviour is at the center of learning
- Uphold the Winston Way - 'Responsible, Respectful, Ready'
- Expect all staff to model positive behaviour and build positive relationships
- Encourage staff to be calm and give 'take up time' when going through the steps (Warning, Choice, Consequence, Repair) in response to negative behaviour
- Treat students in a professional manner, applying rewards and sanctions fairly and consistently
- Encourage good behaviour by having high expectations and a clear policy and ethos, fostering discipline and mutual respect between students, and between adults and students
- Expect all staff to challenge poor behaviour when it happens and not ignore students who do not meet behaviour expectations
- Praise students for hard work, resilience, collaboration, ingenuity, analysis, communication, cooperation, helpfulness, improvement and excellence, using the rewards system appropriately

- Use the full range of measures available to sanction the poor behaviour of students both on and off the school site
- Use sanctions that are reasonable and proportionate and do not breach any other legislation
- Monitor persistent poor behaviour through the school's behaviour management systems and implement relevant interventions
- Make students aware of the need to display high standards of behaviour, at all times, by recognising the rights of the residents and local communities, when travelling to and from the school and when participating in activities off the school site
- Review provision for learners who fall beyond the range of written policies and attempt to make reasonable adjustments to meet the needs of the individual
- Take seriously its legal duties under the Equality Act 2010, and in respect of students with special educational needs consider implementing reasonable adjustments reflecting the needs of the individual student
- Consider whether poor behaviour gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff should follow the schools' safeguarding policy
- Take all incidents of bullying and child on child abuse seriously, including verbal, physical, emotional, sexual or online harm, harassment or violence. Support the victim, address the behaviour directly, and apply consequences proportionate to the nature of the incident
- Take seriously any complaint of unfair treatment
- Provide staff training that meets identified, targeted needs to ensure the safe and calm running of the school

The Governing Body will:

- Establish, in consultation with the headteacher, staff and parents, the policy for the promotion of good behaviour and keep it under annual review.
- Verify that this policy is communicated to students and parents, it is non-discriminatory and that the expectations are clear
- Support the school in maintaining high standards of behaviour

The Headteacher (and Senior Staff) will:

- Be responsible for the implementation and day-to-day management of the policies and procedures.
- Support colleagues faced with challenging behaviour.

Middle leaders - subject leaders, year leaders and TLR holders, will:

- Support colleagues to return learners to learning
- Meet and greet students and be a visible presence
- Celebrate colleagues and learners whose efforts go above and beyond
- Encourage the use of positive communication home to parents and carers
- Use data to target and assess the impact of interventions
- Ensure staff training needs are identified and provided for

Staff – teachers, support staff and volunteers, will:

- Meet and greet students and be a visible presence
- Be responsible for ensuring that the policy and procedures are followed and consistently and fairly applied
- Mutually support one another to implement the policy
- Advise the headteacher on the effectiveness of the policies and procedures

- Be responsible, with the support of the headteacher, for creating a high quality learning environment, teaching good behaviour and implementing the agreed policy and procedures consistently

Parents and carers will:

- Be accountable for the behaviour of their child both inside and outside the school
- Be encouraged to work in partnership with the school to assist the school in maintaining high standards of behaviour
- Have the opportunity to raise, with the school, any issues arising from the operation of the policy

Students will:

- Conduct themselves in a responsible and safe manner – this includes **not** bringing in any banned items – See - **Appendix I**
- Be ready to engage in learning and personal development by having the correct attitude and equipment – this includes wearing correct uniform - See - **Appendix II**
- Be respectful to each other and members of our community both in person and on-line – See - **E-Safety Code of Conduct and POLICY**
- Actively maintain the highest standards of personal conduct, and encourage others to do the same, both in school and the local community
- Speak to an appropriate adult, at an appropriate time if they are emotionally upset
- Take responsibility for their actions and engage positively with restorative and reparative strategies
- Take responsibility to ensure that incidents of poor behaviour, including any form of bullying are reported

Recognition and rewards

We recognise and reward learners who go ‘over and above’ our standards. Although there are tiered awards, staff understand that a quiet word of personal praise can be as effective as a larger, more public, reward.

- Verbal praise - a quiet word and encouraging smile, a public word of praise in front of a group, a form, a year cohort or the whole school
- Achievement points awarded
- Positive communication home e.g. phone call or note/letter or postcard
- Written comments on students’ work
- Public acknowledgement by announcement or presentation
- Work displayed publicly
- Subject and year group rewards e.g. subject performer of the term
- Colours – for sporting achievement
- Service badges
- End of term celebration assemblies
- Reward trips, visits and social events
- Election to posts of responsibility e.g. Prefect roles, Peer Mentor, Form and Year Representative etc.

Consequences

The school promotes responsibility, self-discipline and respect for one’s self and others to encourage positive behaviour. All staff have the statutory authority to discipline students whose behaviour is unacceptable, who break the school rules

or who fail to follow a reasonable instruction. By law the power to discipline students for misbehaviour which occurs in school and in some circumstances, outside school rests with all staff. The powers to discipline include the power to discipline students from the school even if they are not at school or in the charge of a member of staff. This means that if a student misbehaves, breaks a school rule or fails to follow a reasonable instruction the teacher can impose a sanction or consequence for that student. This remains true, even if the poor behaviour occurs off the school premises but is witnessed by a member of staff or reported to the school and can be considered to bring the school into disrepute.

Behaviours that constitute bullying and/or child on child abuse, including verbal, physical, emotional, sexual or online harm, harassment or violence, are serious breaches of conduct and will lead to significant consequences, including the full range of sanctions.

Range of consequences include:

- Restorative meetings
- Specified seating plan and the power to move a student's seat wherever the member of staff deems appropriate
- "Time-out" – student provided with time away from others to reflect – for example during a lesson
- Exit room – student directed to another classroom, usually within the subject area for the remainder of the lesson
- The Hub – students disrupting learning are accompanied to the Hub for the remainder of the lesson, or longer if required. Further disruption or refusal to comply will escalate the consequence
- Removal from lessons – removed from a particular class for a specified number of lessons. Whilst not in the class the student is expected to "earn" the right to return by completing the work set to an appropriate standard. This may be in an Exit room, The Hub or The Bridge.
- Inconvenience – A minor consequence that deters the student from repeating or continuing a specified behaviour e.g. extra work to be completed out of lesson, time with an adult during break or lunch time, 10 mins after school
- Detention – 30 minutes at the end of the school day supervised by staff. Failure to complete this detention successfully will escalate the consequence
- Detention – 1 hour at the end of the school day supervised by staff. Failure to complete a detention successfully will escalate the consequence
- Withdrawal of privileges and/or community service
- The power to confiscate students' property – including banned items, illegal items, mobile phones and other electronic devices (See Banned items – **Appendix I** and Student Mobile Phone and Electronic Device Policy – See - **Appendix III**)
- The power to screen and search students - (See - Physical intervention Policy and Guidance - Including searching policy)
- The Bridge – students demonstrating repeated, persistent, or extreme poor behaviour will spend time in the school's behavioural intervention suite to support their effective return to mainstream lessons and social time. This may be as a one-off placement or as a sustained intervention.
- A suspension (formerly "fixed term exclusion") from school
- Attendance at governor behaviour panels
- Permanent exclusion

The school keeps parents informed of behaviour concerns and consequences. However, it should be noted that the school has a legal duty to provide education for all students and to determine how this is delivered. As a result, parents

may not be informed in advance of a consequence being applied during the school day. The school's aim is always to apply proportionate consequences fairly and consistently. However, the school is also required to meet its legal requirement to accommodate any disability or special educational need where reasonable, possible and appropriate. To this end the school will routinely review if there are any underlying additional needs for students who are demonstrating persistent or "high" levels of challenging behaviour. Where appropriate the school can make adjustments where deemed reasonable, appropriate and not significantly disadvantaging other pupils.

The school's position in relation to the use of reasonable force and other reasonable physical contact is set out in a separate policy. It is clear that staff are permitted, by law, to use physical intervention to prevent a criminal offence occurring, to prevent physical injury and to maintain good order and discipline. There are also a range of other circumstances where physical intervention may be required, details are in the - **Physical intervention Policy and Guidance - Including searching**.

Students who persistently fail to meet the school's behaviour expectations are likely to become at risk of expulsion (permanent exclusion), specific details of this can be found in the school's exclusion policy.

Action in respect of unfounded or malicious allegations

If an allegation is determined to be unfounded or malicious, the LADO should refer the matter to children's social services to determine whether the child concerned is in need of services.

An allegation is considered malicious where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive. The headteacher will consider whether any disciplinary action is appropriate against the student who made it; in accordance with this policy and/or whether the police should be asked to consider what action may be appropriate in these circumstances.

An allegation is considered unfounded where there is sufficient evidence to disprove the allegation, however, there is no evidence to suggest that there was a deliberate intention to deceive. Unfounded allegations may be an indicator of abuse elsewhere which requires further exploration in conjunction with children's social services.

Associated requirements

GUIDANCE - Banned items – Law Appendix I

GUIDANCE - Banned items – School Appendix I

GUIDANCE – Uniform Appendix II

POLICY – Child Protection and Safeguarding Policy

POLICY - Physical intervention Policy and Guidance - Including searching

POLICY - E-Safety Code of Conduct and Policy

POLICY - Attendance and punctuality

POLICY - Anti-Bullying

POLICY – Student Mobile Phone and Electronic Device Policy - Appendix III

Appendix I - Banned items

ITEMS BANNED AT SCHOOL BY LAW

The 2022 DfE Screening Searching and Confiscation Advice is the foundation for this policy and it identifies prohibited items as:

- Knives and weapons (bladed articles)
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco related items /vaping items
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property of any person.

The school can also search for any item which has been identified within the school rules as a banned item that may be searched for, furthermore the school reserves the right to search for items not listed that staff deem dangerous, inappropriate or disruptive to learning.

The definition of 'Knife' includes any bladed article including improvised or self-made items.

The term 'weapon' refers to any implement, object, or device that has the capacity to be used offensively or defensively to inflict physical harm. This includes improvised or self-made items, those that have been crafted or adapted for the purpose of self-harm, or to threaten others, and include but is not restricted to sharpened sticks, pencil sharpener blades.

Items used offensively refers to routine items (e.g. compass, technology equipment, aerosol, sports bat, pencil) used inappropriately to cause harm distress or intimidation. This is not an exhaustive list and could include other bladed items, equipment or weapons not specified. The policy is not constrained by the criminal definition of an offensive weapon but refers to any item which could cause harm, injury or distress to the holder or others, or which could be used to threaten, alarm, distress or intimidate others.

ITEMS BANNED AT SCHOOL BY THE SCHOOL RULES

In addition to all of the above:

- Items worn or possessed that are not in line with the School Uniform Code (see - **Appendix II**)
- Mobile phones and smart devices when not secured in a Yondr pouch
- Nicotine pouches (e.g. nicopods, snus, pods)
- Energy drinks and fizzy drinks
- Laser pens
- Chewing gum
- Fidget spinners
- Aerosols
- Lighters/matches or equivalent
- Offensive materials e.g. racism, homophobic or extremist material (in any medium)

Note: the school reserves the right to add to or update this list subject to the approval of the Headteacher and Governing Body.

Students are strongly advised **not** to bring valuable items to school, including but not limited to **mobile phones, smartwatches, jewellery, and sentimental items**. The school **accepts no responsibility** for the loss, theft, or damage of such items, whether brought into school or confiscated in line with school policies.

If an item is confiscated, it remains the student's responsibility, and the school **will not be liable** for its safekeeping. Students who choose to bring valuable items to school do so **at their own risk**.

Appendix II – Uniform Code Year 7 – Sept 2026

Item	Acceptable	Not Acceptable
Blazer	A blazer with the school logo on left breast pocket or plain black blazer, both available from our Uniform Shop	Fitted, torn or frayed blazer, any other colour than black.
Shirt	A traditional white collared shirt with either long or short sleeves. Top button fastened and shirt tucked in *.	Any colour other than white. Blouses, collarless, or tailored shirts.
KS3 Tie	The Winston School tie (black with white stripes), tied correctly of a length that goes over the trousers or skirt waist band.	Any other tie. School ties that have been coloured or threads removed.
KS4 Tie	Plain black Winston upper school tie with school badge displayed. Prefect tie tied to the correct length.	Ties without the school badge or without the badge on display.
Skirt	Compulsory tartan knee length skirt. Purchase solely from our Uniform Shop.	Any colour other than prescribed. Skirts with slits, rolled up, overly tight or made of a knitted/stretch material.
Trousers	Plain black, straight-leg trousers with a waistband and centre front zip. Worn at the waist.	Any colour other than black. Hipsters, turn-ups, splits, flares, embroidery, jeans, combat styles, jean-style pockets. Stretch/knitted material, too tight, too baggy, torn or frayed trousers.
Shorts	Black, knee length, tailored shorts **.	Any colour other than black. No stretch or jersey type material, no combat/cargo style or multiple pockets.
Belts	Plain black belt worn with trousers.	Fashion belts, coloured belts. No large decorative buckles.
Socks and tights	Socks: plain black, grey or white, below the knee. Tights: plain black or skin coloured.	Socks - any colour other than black, grey or white. Bows and/or trimmings on socks. Over the knee socks. Tights - any colour other than black or flesh. Any patterned tights.
Footwear	Plain black leather shoes, without embellishment. Trainers only for PE unless a medical note is provided.	Any trainer (including black trainers), ankle boots, stilettos, kitten heels, boots of any type, casual, canvas, plimsols, platform soles or sling backs. Any branded sport shoe is considered a trainer.
Coat	A plain colour suitable for school, named.	Hooded sweatshirt, tracksuit material, jogging top type garments, denim, leather, corduroy jackets are not allowed to be worn on the premises. Offensive logos. Studded garments.
Hat	None, unless medical note provided.	All types of hat.
Hair	One natural colour, including braids. Extensions of cultural significance must be of a plain natural colour, matching the original hair colour. Smart, clean and tidy. Long hair must be tied back in practical lessons. Plain-coloured hair accessories. No shorter than Grade 2 all over; skin fades where "blending" starts before the top of the ear. Headscarves/hijabs, a religious requirement, must be plain black ***.	Extreme hairstyles: overly spiked or sculptured hair. Shaved areas or razor lines, obvious steps or hard lines, tram lines, cat scratches, eyebrow slits/notches or high skin fades. No beads or fashion accessories. Hair must not obscure the face.
Makeup	Discreet foundation or concealer. Clear nail varnish.	Any eye makeup, lipstick/lip gloss, coloured nail varnish False or long nails. False eyelashes or extensions.
Jewellery	A watch (not "smart"). One pair of plain silver or gold-coloured studs in the ear lobe.	Rings, bracelets, chains, piercings (nose, tongue, eyebrow etc), badges or brooches. Flesh tubes or spacers, earrings with gems or glass.
Bag	Rucksack able to hold at least two A4 textbooks and folders, a water bottle, Yondr Pouch and a pencil case. All items should be named.	Handbags, fashion bags, tote bags, shoulder bags, plastic or paper carrier bags.
Yondr pouch	School issued Yondr mobile phone pouch.	Damaged, broken or not working pouch.

*Jumpers are not part of the uniform; students should wear a plain white base layer beneath their shirt.

** Shorts may only be worn between the Easter holiday and October half-term.

*** White headscarves/hijabs may only be worn between the Easter holiday and October half-term.

Uniform Code Years 8-11

Item	Acceptable	Not Acceptable
Blazer	A blazer with the school logo on left breast pocket or plain black blazer, both available from our Uniform Shop	Fitted, torn or frayed blazer, any other colour than black.
Shirt	A traditional white collared shirt with either long or short sleeves. Top button fastened and shirt tucked in *.	Any colour other than white. Blouses, collarless, or tailored shirts.
KS3 Tie	The Winston School tie (black with red stripes), tied correctly of a length that goes over the trousers or skirt waist band.	Any other tie. School ties that have been coloured or threads removed.
KS4 Tie	Plain black Winston upper school tie with school badge displayed. Prefect tie tied to the correct length.	Ties without the school badge or without the badge on display.
Skirt	Compulsory black knee length skirt with distinctive waistband trim. Purchased from Valentino's or our Second Hand Uniform Shop.	Skirts with slits, rolled up, overly tight or made of a knitted/stretch material.
Trousers	Plain black, straight-leg trousers with a waistband and centre front zip. Worn at the waist.	Any colour other than black. Hipsters, turn-ups, splits, flares, embroidery, jeans, combat styles, jean-style pockets. Stretch/knitted material, too tight, too baggy, torn or frayed trousers.
Shorts	Black, knee length, tailored shorts **.	Any colour other than black. No stretch or jersey type material, no combat/cargo style or multiple pockets.
Belts	Plain black belt worn with trousers.	Fashion belts, coloured belts. No large decorative buckles.
Socks and tights	Socks: plain black, grey or white, below the knee. Tights: plain black or skin coloured.	Socks - any colour other than black, grey or white. Bows and/or trimmings on socks. Over the knee socks. Tights - any colour other than black or flesh. Any patterned tights.
Footwear	Plain black leather shoes, without embellishment. Trainers only for PE unless a medical note is provided.	Any trainer (including black trainers), ankle boots, stilettos, kitten heels, boots of any type, casual, canvas, plimssoles, platform soles or sling backs. Any branded sport shoe is considered a trainer.
Coat	A plain colour suitable for school, named.	Hooded sweatshirt, tracksuit material, jogging top type garments, denim, leather, corduroy jackets are not allowed to be worn on the premises. Offensive logos. Studded garments.
Hat	None, unless medical note provided.	All types of hat.
Hair	One natural colour, including braids. Extensions of cultural significance must be of a plain natural colour, matching the original hair colour. Smart, clean and tidy. Long hair must be tied back in practical lessons. Plain-coloured hair accessories. No shorter than Grade 2 all over; skin fades where "blending" starts before the top of the ear. Headscarves/hijabs, a religious requirement, must be plain black ***.	Extreme hairstyles: overly spiked or sculptured hair. Shaved areas or razor lines, obvious steps or hard lines, tram lines, cat scratches, eyebrow slits/notches or high skin fades. No beads or fashion accessories. Hair must not obscure the face.
Makeup	Discreet foundation or concealer. Clear nail varnish.	Any eye makeup, lipstick/lip gloss, coloured nail varnish False or long nails. False eyelashes or extensions.
Jewellery	A watch (not "smart"). One pair of plain silver or gold-coloured studs in the ear lobe.	Rings, bracelets, chains, piercings (nose, tongue, eyebrow etc), badges or brooches. Flesh tubes or spacers, earrings with gems or glass.
Bag	Rucksack able to hold at least two A4 textbooks and folders, a water bottle, Yondr Pouch and a pencil case. All items should be named.	Handbags, fashion bags, tote bags, shoulder bags, plastic or paper carrier bags.
Yondr pouch	School issued Yondr mobile phone pouch.	Damaged, broken or not working pouch.

*Jumpers are not part of the uniform; students should wear a plain white base layer beneath their shirt.

** Shorts may only be worn between the Easter holiday and October half-term.

*** White headscarves/hijabs may only be worn between the Easter holiday and October half-term.

When this version of the uniform is no longer available online or in the Second-Hand Uniform Shop, you can purchase the new uniform from our Uniform Shop, as outlined in the Year 7 Uniform Code.

Appendix III – STUDENT MOBILE PHONE AND ELECTRONIC DEVICE POLICY

The school's "STUDENT MOBILE PHONE AND ELECTRONIC DEVICE POLICY" describes the requirements for students regarding mobile phones, wearable tech and personal electronic devices (MP3 players, smart watches, Bluetooth connected earbuds etc)

STUDENT MOBILE PHONE AND ELECTRONIC DEVICE POLICY

Rationale

At The Winston Churchill School we recognise that mobile phones are part of everyday life for our pupils and families, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use by students
- Set clear guidelines on the use of mobile phones for students
- Support the school's other policies including the school's Safeguarding, Behaviour and Anti-Bullying policies

This policy also aims to address some of the challenges posed by mobile phones in schools, such as:

- Risks to child protection
- Bullying
- Potential for lesson disruption
- Theft, loss or damage
- Inappropriate use of technology in the classroom
- Data protection issues

Use of Mobile Phones by Students

From 8.30am-2.55pm Winston is a mobile phone-free school for students. All students at Winston are permitted to bring a mobile phone with them to school, but at 8.30am, during tutor time it must be switched off and securely locked in students' Yondr pouch along with any wearable tech.

Wearable tech includes, but is not limited to:

- Smartwatches
- AirPods or other Bluetooth-connected earbuds
- Bluetooth enabled devices that connect to and interact with a mobile phone

Students are responsible for bringing their Yondr pouch to school every day and ensuring it remains in good working condition.

- Tutors will conduct daily checks during morning registration to ensure every student has secured their mobile phone and wearable tech in their Yondr pouch.
- The same sanctions apply if any phone or wearable tech is seen or found outside the locked pouch or in an unlocked pouch after 08.30am.

At 2.55pm, students will be able to unlock their Yondr pouch, and remove their phone, at designated unlocking stations located at school exits. They must store the locked Yondr pouch in their school bag for the next day.

DAILY PROCESS

Beginning of the Day

1. Students bring the Yondr pouch to school each day.
2. Upon arrival, students open their pouch at the unlocking station(s)
3. During registration in front of their tutor students will:
 - Turn their phone off
 - Place their phone and any wearable tech inside the pouch
 - Secure the pouch closed in front of their form tutor
 - Store the pouch in their backpack for the day

End of the Day

1. Students open their pouch at the unlocking station(s)
2. Remove their phone and wearable tech
3. Close their pouch (to prevent damage to the locking mechanism)
4. Keep the pouch in their school bag overnight.

Students Arriving Late or Leaving Early

Arriving late: Students must pouch their phones at the attendance office as they sign-in.

Leaving early: Students will unlock their pouch at the attendance office or main office when they sign-out.

Out-of-Hours Unlocking

A further unlocking station, outside the perimeter of the school, will be available to unlock any pouches out of hours.

Failure to follow the policy

Example	Possible consequence
Lost or Damaged pouch Examples of damage include, but are not limited to: • Ripped fabric • Cut • Torn • Bent/cut pin • Signs of force to black button on flap • Damage to the black ball e.g. scuffing or scratches • Pouch opens without unlocking station A pouch is considered lost if not brought into school for 3 consecutive days.	Purchase of replacement pouch required - £20.00 via ScoPay. Student must hand their phone to their tutor, it will be kept at the main office and collected 2.55pm until the replacement is purchased. 1 hour detention issued Deliberate and/or repeated damage may result in a 60-minute detention, internal exclusion or suspension. If appropriate or necessary, the school reserves the right to confiscate a phone until a new pouch is purchased.
Forgotten Pouch Consistently forgetting will be treated as lost - refer to the Lost Pouch policy above	Phone confiscated to main office until 2.55pm. Parent/carers contacted to reinforce policy.
Phone not secured in a pouch Phone seen or found outside of Yondr pouch. Phone in unlocked pouch.	First time - Phone placed in its pouch and confiscated to the main office until 2.55pm. 60-minute detention issued.

	Second time - Phone placed in its pouch and confiscated to the main office until 2.55pm. Internal exclusion (IEC) issued. Third time - Phone placed in its pouch and confiscated to the main office until 2.55pm. Suspension or directed off-site placement The school reserves the right to confiscate a phone and only return to parent/carers.
In possession of unlocking station and/or magnet	Suspension
Accidental Damage Notify the school immediately explaining what happened. If any damage is spotted at a “pouch check” and was not previously reported it will be considered deliberate.	Phone confiscated to main office until 2.55pm. Replacement pouch required - £20.00 via ScoPay

Monitoring

Staff will conduct routine pouch checks to ensure:

- The pouch is securely closed
- The pouch contains the student’s phone (switched off) and any wearable tech
- The pouch is not damaged

Students found in breach of expectations will receive a consequence detailed above.

Loss, Theft or Damage

The school accepts no responsibility for mobile phones that are lost, damaged or stolen at any time:

- on school premises
- during school visits or trips,
- while students are travelling to and from school

Students without a mobile phone

Students that do not bring a mobile phone to school are not required have or purchase a Yondr pouch.

Parents must inform the school formally via the EduLink One Form if their child does not require a Yondr pouch.

If a student who is registered as not requiring a Yondr pouch, is found in possession of a mobile phone the student will face the same consequences as losing a pouch.

Student Medical Requirements

Students with a diagnosed, documented medical condition requiring phone access for health monitoring e.g. real time glucose checks for diabetes, may use their phone strictly for this purpose.

These students will receive a Velcro Yondr pouch and a medical exemption card. They will only use their phone for medical reasons in designated areas as agreed in their Medical Information Form.

Communication

If a student needs to contact home during the school day, they must go to the main reception where staff will determine if a call is necessary. Parents/carers needing to reach their child during school hours (usually in an emergency) must contact reception who will relay the message.

School trips and visits

Students may be required to take their Yondr pouch on school trips and visits, including fixtures. If this is the case, details regarding the procedures and potential consequences will be shared by the trip or visit leader.

For Parents/carers

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

UK Safer Internet Centre - [Homepage - UK Safer Internet Centre](#)

Childnet - [Childnet — Online safety for young people](#)