

WOLVERHAMPTON GRAMMAR SCHOOL

BEHAVIOUR MANAGEMENT POLICY

Wolverhampton Grammar School aims to encourage students to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the school. Promoting the emotional well-being of all of our students is key to their development. The school aims to teach trust and mutual respect for everyone. It believes that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious students, who are motivated to become life-long learners. The school develops qualities of team-work and leadership through its extensive programme of extra-curricular activities.

Wolverhampton Grammar School is an inclusive community. Students from a wide variety of ethnic and social backgrounds and faiths are welcomed. Everyone is treated as an individual. The School's aim is that each person develops such that they are equipped to take their place in the modern world.

Wolverhampton Grammar School's staff will not threaten or use any form of corporal punishment when setting out its sanctions for poor behaviour amongst students.

CODE OF CONDUCT

Wolverhampton Grammar School's community of Directors, staff, parents and students adhere to an established routine and code of conduct, rather than to lists of rules. Education is a partnership. Wolverhampton Grammar School and Wolverhampton Grammar Junior School staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. The School expects the highest values and standards of behaviour inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School.

Students must treat staff and each other with consideration and good manners and respond positively to the opportunities and demands of school life. Students should follow the School's rules and regulations and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect; particularly the vulnerable. Harassment and bullying will not be tolerated. Wolverhampton Grammar School's anti-bullying policy is on the School website. The anti-bullying statement is printed in the student planner and the junior school charter is printed in the study-mate. The School is strongly committed to promoting equal opportunities for all, regardless of race, gender, sexual orientation, physical disability or learning difficulty.

Wolverhampton Grammar School takes its duties under the Equality Act 2010 seriously and makes reasonable adjustments for students with special educational needs/disabilities.

Wolverhampton Grammar School and Wolverhampton Grammar Junior School students are expected to be ready to learn and to participate in school activities. They should attend school and lessons punctually and meet the School's attendance expectations as set out in the School's Terms and Conditions and School Rules document. They should care for the buildings, equipment and

furniture. The school expects students to behave at all times in a manner that reflects the best interests of the whole community.

Wolverhampton Grammar School reserves the right to take disciplinary action against students who are found to have made malicious accusations, whether against other students, staff or other individuals, which might include suspension or exclusion.

INVOLVEMENT OF PARENTS AND GUARDIANS

Parents and guardians who accept a place for their child at Wolverhampton Grammar School undertake to uphold all the School's policies and regulations, when they sign the Parent Contract. They are expected to support the School's values in matters such as attendance and punctuality, behaviour, uniform and appearance, standards of academic work, extra-curricular activities and homework or private study.

The School is always happy to consider suggestions from parents and hope that parents find the school responsive and open-minded.

In the event of any behaviour management issue, the school will liaise closely with parents and, if relevant, other support agencies including Wolverhampton Safeguarding Board.

UNEXPLAINED ABSENCES

The School will telephone the student's home on the first day of an unexplained absence. It is the School's policy not to sanction holiday during term time.

INVOLVEMENT OF STUDENTS

The ethos of and respect for the School is enhanced when students contribute constructive suggestions in form time, via the School Parliament, Peer Support, through lessons or to any teacher.

We work closely with all students as they transition through the school, from the day they start at the school to the day they leave.

SCHOOL RULES

The School's rules and regulations are designed to encourage positive behaviour and self-discipline. The aim is to reward and encourage good behaviour through the Good Conduct awards as follows:

Good Conduct Marks

These should be awarded for:

- Acts of selfless service to the school community, over and above that which would normally be expected of a WGS pupil.
- The awarding of either Commendations (for excellent work/effort) or Good Conduct Marks will be emailed to parents automatically through ISAMS.

- Commendations or Good Conduct Marks will be accumulated for each student on ISAMS and rewards will be given for the following totals:

10 Marks- Certificate via FT
 20 Marks- Certificate via HoY
 35 Marks- Certificate via DH
 50 Marks- Certificate via the Head

NB: at each point pupil to be given voucher for the Tuck Shop

It is vital that each teacher regards the conduct of students as their responsibility. Sanctions help set boundaries and to manage challenging behaviour.

In the Junior School

Positive rewards to be applied are as follows:

- House points
- Green Cards (Head's Awards, Commendations, Care, Courtesy & Consideration Certificates)
- Gold Standards

House Points are awarded for good work or good effort. These are normally given during lessons in multiples of usually 1 or 2. They are recorded in pupils' Study Mates, and certificates are awarded in assemblies when children reach milestones of 100, 300 and 500.

A Green Card can be used to nominate:

- a piece of excellence for a Head Teacher's Award
- a piece of work that displays a real effort or marked improvement for a Head Teacher's Award
- an outstanding piece of work for a Commendation
- children displaying a high degree of courtesy, care or consideration for others might be nominated for a '3Cs' certificate to be awarded in Friday assemblies. These are also worth the equivalent of a commendation.

Children that receive five Commendations over a year or reach 700 House Points will receive a Gold Standard at Speech Day recognising the excellent work and effort they have achieved over the academic year.

Misconduct

For minor transgressions Misconduct Marks should only be awarded when support is required to enforce discipline which would be considered a normal part of everyday classroom management.

An email noting the award will be generated which will go via HoYs to parents. The HoY has the remit to deal differently with a Misconduct Mark if appropriate, but will involve the awarding member of staff in any such decision. HoYs have discretion to dictate process when several marks have been given for the same infringement.

Misconduct Marks will be accumulated for each student on ISAMS and sanctions will be given for the following totals:

- 5 Misconduct Marks will lead to a half-hour Friday lunchtime detention.
- 10 Misconduct Marks will lead to an hour-long Friday after school detention.
- Further Misconduct Marks are deemed unlikely to occur but will be dealt with at HoY/DH discretion.

There are several forms of detention with each being for issues of differing seriousness:

- Work Clinic – 30 minutes held every lunchtime for late work
- Lunchtime Detention – 30 minutes on a Friday for poor behaviour
- After-School (DH's Detention) – 1 hour after school on a Friday for poor behaviour, lesson absence etc
- Saturday Morning (Head's Detention) 2 hours on a Saturday morning for very poor behaviour

In each case parents are informed and for After-School and Saturday detentions communication will be made at least 24 hours in advance. Parents and guardians undertake, when signing the Parent Contract, to support the authority of the Head in enforcing sanctions in a fair manner that is designed to safeguard the welfare of the community as a whole.

In the Junior School

Poor behaviour in the classroom is managed through a 'three-strike' system. When an act of poor behaviour occurs, a pupil should be asked to desist. If he/she continues to behave poorly, a formal warning should be given. At this point, the teacher may decide to move the child to a different location in the classroom in order to give them the best possible chance of amending their behaviour. If the child continues to misbehave, a yellow card should be issued. The teacher should write down the reason for the issue and the child should then take the card to the Deputy Head of the Junior School at the next break. The Deputy Head will then:

- speak with the child and
- explain that the yellow card will be put in the child's folder
- may decide to arrange a detention for the child
- perhaps contact parents.

The issue of three Yellow Cards in one term will result in a letter being sent home inviting parents to meet with the child's form tutor, Deputy Head and/or Head to discuss issues of behaviour. After such a meeting, children might be put on Deputy Head or Head's report for a week. A Red Card may be issued for a serious one-off disciplinary offence - see 'Sanctions' below.

Late Work

A Late Work notification will be awarded when a student does not hand in their homework. Ideally it will be awarded during the day that the books are collected. A Late Work notification is immediately emailed to pupil and parents, requiring that the work be handed to reception by 8.45am the next day. Failure to do so results in the student being required to attend lunchtime Work Clinic on the day the work was required at reception. A Late Work Mark is not added to the Misconduct Mark tally. The systems operate separately.

Poor Work

Teachers should require students who produce work of an unacceptable standard to re-do the work. The timing for this should be at the teacher's discretion. HoDs must be made aware of students who are asked to repeat work.

Searching Students

The school reserves the right to search students and their possessions (which include mobile device content) without consent if there is justified cause to do so. Knives or weapons, alcohol, illegal drugs, so called "legal highs", stolen items, tobacco and cigarette papers (including e-cigarettes), fireworks and pornographic images can be searched for according to law along with any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property. A search may also be undertaken for any item banned by School Rules.

The Head, or staff authorised by them, may search a student, provided that the staff member is the same sex as the student being searched and there is another staff member as witness. The school may carry out a search of a student of the opposite sex to the staff member conducting the search and without a witness present but only where the school "reasonably believes that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is practical not to summon another member of staff" ('Searching, Screening and Confiscation: Advice for Headteachers, School Staff and Governing Bodies', DfE February 2014).

The School Rules set out the school's policy on drugs and drugs testing.

Sanctions

The Head (Junior or Senior School) undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity. Examples of sanctions include:

- detention [as outlined above];
- withdrawal of privileges;
- confiscation of property that is being used inappropriately or without consideration;
- assistance with domestic tasks, such as collecting litter or organising lost property;
- withdrawal from a lesson, school trip or team event;
- suspension for a specified period, removal or exclusion.

Students and parents should be clearly aware of the more serious sanctions, including temporary and permanent exclusion, that the Head of Senior School or Head of Junior School can impose for serious breaches of the rules and regulations (including criminal behaviour). A balance of probabilities test will apply to whether or not breaches of the rules, or misconduct has occurred. Examples of serious breaches of the rules and regulations include:

- drug abuse (including so called "legal highs" and distributing, giving away and/or dealing)
- alcohol and tobacco (including e-cigarettes) abuse;
- theft;
- bullying; verbal, physical or through social media;

- physical assault/threatening behaviour;
- fighting;
- cheating in exams and exam malpractice;
- sexual harassment;
- racist or sexist abuse;
- sexual misconduct;
- malicious allegations against staff;
- damage to property;
- persistent disruptive behaviour; and/or
- parental behaviour.

The decision to permanently exclude a pupil is a serious one. Typical reasons for permanent exclusion are:

As a final step, after a concerted effort for dealing with disciplinary (or non-compliance) issues following the use of a wide range of strategies, has been employed without success, or where a student's presence in the School could be deemed detrimental to the safety or learning of others in the School community.

In circumstances of exceptional behaviour (or defiance), where it could be deemed appropriate to exclude for a first or one-off offence. In such instances the School may consider police involvement (or the involvement of other authorities).

Following a decision to exclude a student, parents are entitled to appeal. Details of the appeal process will be provided by the Head at the point of exclusion.

In applying sanctions, especially those with serious consequences, Wolverhampton Grammar School and Wolverhampton Grammar Junior School undertake to take reasonable steps to avoid placing children with a disability (including SEN) at a disadvantage compared to children who are not disabled.

Wolverhampton Grammar School has a confidential central register of all sanctions imposed for serious misbehaviour. The entries on this register include the student's name and year group, the nature and date of the offence and the sanction imposed.

PHYSICAL RESTRAINT

The use of physical intervention will be avoided where possible. However, by law, staff who are authorised by the Head to have control or charge of students, may use such force or physical contact as is reasonable and proportionate in the circumstances to prevent a student from doing, or continuing to do any of the following:

- committing a criminal offence;
- injuring themselves or others;
- causing damage to property, including their own; or
- engaging in any behaviour prejudicial to good order and discipline at the School or among any of its students, whether that behaviour occurs in a classroom or elsewhere.

This applies when a teacher, or other authorised person, is on school premises and when he or she is in control or charge of the student elsewhere, for example on a field trip or other authorised out of

school activity. It only applies where no other form of control is available and where it is necessary to intervene.

Every member of staff will inform the Head (of Junior School or Senior School) immediately after he/she has needed to restrain a student physically. The school will always inform a parent when it has been necessary to use physical restraint and invite them to the school, so that, if necessary, a protocol for managing that individual student’s behaviour can be agreed.

TEACHING AND LEARNING

Teaching and Learning

Wolverhampton Grammar School and Wolverhampton Grammar Junior School aim to raise the aspirations of all students and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Students are encouraged to take responsibility for their own learning. Success is celebrated, the positive is emphasised and negative facets are dealt with in a sensitive and tactful way. The School's teaching staff offer every child a high level of individual attention together with consistent and helpful advice. In return, the School expects every student to co-operate and to work hard.

Complaints

Wolverhampton Grammar School and Wolverhampton Grammar Junior School hopes that parents will not feel the need to complain about the operation of its behaviour management policy and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's Concerns and Complaints Policy is on the website or available on request.

Reference documents

A: DfE advice 'Behaviour and Discipline in Schools' (2014): <https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>

B: "Excluding Students - A Practical Guide for Independent Schools" by Farrer & Co (an ISBA Briefing Document)

C: "Use of Reasonable Force", DfE July 2013: <https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

D: 'Searching, Screening and Confiscation: Advice for Headteachers, School Staff and Governing Bodies' by the DfE February 2014: <https://www.gov.uk/government/publications/searching-screening-and-confiscation>

E: "Restraint," ATLGuidance: <http://www.atl.org.uk/>

Please also refer to the following policies:

Admissions Policy- website	Anti Bullying Policy - website
Safeguarding Policy - website	Disability Access 3 Year Plan- on request

Special Educational Needs and Disability Policy - website	Equal Opportunity Policy (students) – website, staff network
Concerns and Complaints Policy - website	Mobile Device Guidelines - website
Acceptable Use Policy (students) - website	Drugs and Alcohol Policy (students) - website
The School Rules- appended	Staff Code of Conduct – website and employment manual

Monitoring and Evaluation of this policy

The school monitors and evaluates its behaviour management policy and procedures through the following activities:

- Annual Governing body audit
- Senior leadership team discussion
- Regular analysis of records and sanctions distribution
- Regular analysis of pattern use of reward system
- Annual Student Bullying Survey
- Logs of bullying/racist behaviour/complaints are reviewed annually by the senior leadership team and the governing body
- Regular scrutiny of concerns and complaints records by SMT and Board of Directors
- Information provided by Parent Survey

TRH
November 2016

Next Review:
September 2017

Appendix A: Wolverhampton Grammar School - School Rules

School Philosophy

Transforming lives as well as minds.

Our School was founded in 1512 to provide a “good, moral education” and that same goal motivates us today.

- We place scholarship at the heart of a challenging education.
- We promote achievement through active involvement.
- We seek to develop self-awareness and a sense of responsibility.
- We value both individuality and altruism.
- We foster the spirit of community and commitment traditional to the School.

Boys and girls come to Wolverhampton Grammar School from all sorts of schools, families and cultures. Their experience, knowledge, cultural experience and skills are diverse, and are a source of strength and richness to the School. What we expect all our students to have in common is an interest in thinking, learning and finding out.

What this means for a student

We will ask you to be scholarly, to work hard, to get into the habit of enquiring and finding out for yourself, to read a great deal and be responsible for your learning. True scholarship is concerned with discovering new facts and ways of thinking, understanding them and making connections between them.

This will be challenging and will require commitment from you. You will be expected to get involved, be positive and stick at things when they get tough, both in academic work and in life outside the classroom.

As you progress through the school we will encourage you to grow into a mature, thoughtful individual who will use your talents creatively and imaginatively for others as well as yourself. We will ask you to be self-critical, self-aware and responsible and we will expect you to be a giver to school, not just a taker from it. In that way, being a student at our school should be a positive, active and fulfilling experience in which you contribute to the spiritual well-being of the whole school community.

Students Responsibilities

With rights come responsibilities.

You have a right to hold your own opinions: constructive questioning is an essential part of scholarship.

However, you have no right to:

- express views that are intolerant, hurtful or disrespectful of, or harmful to, other people
- disrupt academic work in class or elsewhere
- undermine the values of the school
- defy those in authority

Relations between students and teachers, and students and students (including prefects) must be based on mutual respect and good manners.

Your teachers will encourage you to develop good work habits and will support you throughout your time at school.

You must be prepared to take responsibility for your own learning.

You have a responsibility to:

- try your best and always work hard, going beyond the bare minimum
- hand in work, complete and on time
- complete all your homework and use your planner to aid your organisation
- demonstrate a full commitment to school life in its entirety
- respect, support and care about other people
- use your right to a voice in a courteous, constructive and responsible way
- take action if you think someone is being bullied or unfairly treated
- wear uniform smartly
- treat the school facilities sensibly

The School Day

School hours

The School Day begins at 8.45am and ends at 4pm Monday to Friday.

On school days the school is open from 8.00am to 5.30pm. An extended late club is available in the Junior School from 5:30 – 6:00pm at a fixed fee from September 2016. Your parents should note that, outside those hours no responsibility can be accepted for students, parents or others on any part of the school's property unless attending a specific activity, function or event, arranged and supervised by the Directors, Head or staff of the school.

You will frequently stay at school for games, rehearsals or meeting of societies: this kind of involvement with the School's life outside the classroom is an important part of your broader education. The Jenyns Library and Sixth Form Library are open and supervised until 5.30pm. Homework Club runs in the Jenyns Library after school on Mondays to Thursdays: teachers and senior students will be there to assist you with your work. Any students remaining after school, who are not attending a supervised activity must stay in the Library: you should not be in school unsupervised. Children not attending a club in the Junior School must sign into homework club (available every night in rooms J3 & J4) until collection.

Leaving the premises during the school day

If you are below the Sixth Form you may not leave the site at breaktime or lunchtime (or at any time during the school day) unless you have specific permission from your Head of Year. Sixth Form may leave the school site at lunchtime only and only if they sign out and sign back in to the Sixth Form Centre. Upper Sixth students who have no lessons during the afternoon may sign out at Reception if they have been given permission to do so by their parents and completed the relevant form.

The Ground Rules

You and your property

Uniform

The purpose of having a school uniform is to ensure that all students are identified with the school and all appear neat and unobtrusive. School uniform is formal attire, like a suit, and as such it is inappropriate to wear it informally (e.g. with shirts not tucked in). It is important that students, staff and parents work together to maintain the school's high reputation in this respect. Sixth Formers do not wear uniform; they wear suits instead (see Sixth Form Uniform Code).

- You must appear neat and tidy and smart at all times (This means having shirts tucked in, collars buttoned and ties done up).
- Proper shoes must be worn at all times, unless you are actually playing some sport at break or lunch. Girls may not wear high heels or stilettos.
- Blazers (with the school crest) or jackets (Sixth Form) must be worn at all times.
- Skirts (excluding Sixth Form) must be exactly as those purchased from the school suppliers and should not be above knee height.
- Hoodies are not part of uniform and must not be worn.

Uniform outside school

You must wear school uniform with tie for journeys to and from school, in school and for all official school functions (including home and away matches) and all school trips unless a teacher gives specific instructions to the contrary. After school you may go home in cricket whites with jacket: after a late finish you may go home in other sports kit. You may wear trainers for informal ball games, but you must wear correct shoes at all other times in school and for lessons and journeys to and from school.

Hair

- Must be neat, tidy and unobtrusive.
- Must be coloured naturally; harsh or striking colour variation is not permitted.
- Sixth Formers may wear neat beards and moustaches.
- If you are a boy below the Sixth Form and feel you cannot shave for religious, cultural or health reasons, you should bring a letter to your form tutor from your parents.

Jewellery and Personal Decoration

- None is best, but a single finger ring is allowed, and girls may wear a single pair of plain earrings or studs.
- Jewellery may not be worn when playing sport.
- Make-up should be discreet and any nail varnish should be clear, not coloured.
- Belts should be discreet. Large, decorative or colourful belts are inappropriate.
- Lapel badges may not be worn (except for a Peer Support, Student Parliament and Library badge).

Coats and Scarves

- Coats and scarves may not be worn in the school grounds unless it is raining or snowing, and must not be worn inside school buildings.

Bags

- Bags must be with you, or in your locker at all times – they should not be left in the Derry locker room or outside the Derry Hall at lunchtime. Any bags left in these areas will be removed to the Deputy Head's offices and will need to be collected. In the Junior School, coats and bags should be deposited in the cloakroom or Year 6 lockers.

Music

- Do not use earphones when conversation is more beneficial. For example in the Derry Hall.
- Do not walk around school with earphones in as it's a) unsafe and b) rude.

Valuables

- Don't bring any to school if you can avoid it.
- It is your responsibility to keep any safe. Use your locker.
- If you bring in something expensive make sure it is insured.
- In the Junior School, children should avoid bringing in mobile phones. An exception to this is where children travel by public transport to school. All phones should be deposited in reception each morning.

You and your environment

Litter

- Dropping litter is a horrible, anti-social habit, don't do it, or accept anyone else doing it. There are lots of bins around school: use them.
- Help improve things by picking up any litter you see and putting it in a bin.

You at school

Coming and Going

- You have to be at school for morning registration at 8.50am
- You have to be at afternoon registration at 2.05pm (1:10pm in the Junior School)
- You are expected to be there on time.
- If you are late and miss registration, you must sign the Late Book in Reception.
- Only Sixth Formers may leave the site during the day.
- Do not come in or out through the main gate; it is for cars and therefore dangerous.

Absences

- All absences must be supported by a parental or doctor's note/email.
- Permission for planned absence should be sought in writing from the Head.

Lateness

- As a principle, it is never acceptable to be late.
- You must allow time to get to where you need to be so that you are on time.

Lessons

- It is your responsibility to be at your lessons on time.
- You may never miss a lesson without prior permission, or unless you are reporting ill to Reception.
- Permission to miss a lesson (for example because of an instrumental lesson) should be sought in advance.
- You should not have to go to your locker between lessons. If you must, it does not justify lateness to your lesson.
- When moving between lessons walk briskly, don't dawdle.
- Sixth Formers are expected to work in study periods. Playing games or pastimes, inside or out, is not allowed.

Exam Protocol

- You will be tested and assessed regularly.
- We expect you to try hard and revise.
- Exam malpractice will not be tolerated.

Library

- The libraries are for work and research. You should never cause someone's work or concentration to be interrupted.
- The Sixth Form Library is for individual, silent study.

You and work

You have a responsibility to:

- work hard, be committed, and want to learn
- allow others to learn
- show scholarship in your work
- present work neatly and have pride in what you do
- hand work in on time. This involves thinking ahead, planning and self-organisation
- show tenacity: keep going and not give up when something is tough
- ask for help when you don't understand something

Around School

Safety around the school gates

In the interests of safety, parents should not drive into the school grounds when delivering or collecting you at the beginning or end of school. Parents should not park in any way that may cause a hazard in Compton Road or Merridale Lane. For safety reasons, you may only enter and exit by the bottom pedestrian gate, the corner gate, the Arts Centre gate or the Merridale Lane gate. You should always cross Compton Road by the crossing and take great care crossing Merridale Lane. You must not arrange to be picked up outside the Arts centre: the school is bound by traffic regulations.

Personal Mobile Technology

We believe there are tangible educational benefits to allowing mobile device use at our school and as such pupils are encouraged to bring phones/mobile devices into school.

Students are responsible for the mobile phones and devices they bring to school. Wolverhampton Grammar School accepts no responsibility for their loss, theft or damage.

All use of mobile devices at school is open to scrutiny. The Head may withdraw or restrict authorisation for use at any time if it is deemed necessary.

Students must be clear about when it is appropriate to use phones and mobile devices. What follows is a list of times when it is appropriate, and when it is not. The list is not definitive: judgment must be used.

It is appropriate to use phones and devices at school:

- during lessons and formal school time as part of an approved and directed curriculum-based activity with consent from an appropriate member of staff

- recording, taking and sharing of images, video and audio on any mobile device must be explicitly agreed by the teacher
- in the library to assist with academic work
- before school, at break, at lunch and after school, so long as it does not conflict with any other obligations you may have

It is not appropriate to use phones and devices at school:

- walking between lessons: doing so might make you late, and it may be hazardous
- in areas where students are most vulnerable, such as toilets and changing areas
- in tutor times and lunch in The Derry Hall. At such time it is more important to talk to people face to face

At times when it is not appropriate to use phones or mobile devices they should be kept on silent and not on vibrate. You should not be in a position to be distracted by them.

In examinations, mobile devices are banned because they are potentially a means to cheat. It is for this reason that:

- phones and devices must not be taken into external examinations, controlled assessments, oral exams etc
- students found in possession of a mobile phone during a public examination will be reported to the appropriate examining body
- this may result in their withdrawal from either that examination or all examinations

For internal exams, phones and devices must be switched off and not used in any way. They must not be on your person.

Messaging on devices should always be respectful:

- you must take every care to ensure that messages are not, or cannot be construed to be of a bullying nature
- it is therefore important that the recording, taking and sharing of images, video and/or audio on any mobile device, must be explicitly agreed by the person (whether teacher or pupil) being recorded

The School reserves the right to search the content of any mobile or hand held device on school premises where there is a reasonable suspicion that it may contain undesirable material, including promotion of pornography, violence or bullying.

If you breach the School guidelines then the phone or device you are using may be confiscated. In such a circumstance it will be held in a secure place for the duration of the lesson during which the breach occurred, or in more serious instances, passed on to more senior staff.

You must not use mobile phones or devices for contacting staff other than via school email or via Firefly.

Dangerous items

You must not bring to school any article that is dangerous or that could be regarded as a weapon. If you do, it will be confiscated and you will face serious disciplinary sanctions for bringing the offending item to school.

Bicycles

Do not ride your bicycle into or out of the school gates or anywhere on the school premises. Push it, and padlock it in the rack. For your safety, wear a helmet to cycle.

Lockers

Every student has a large locker. Locker keys are issued by the Head of Year. Keep your key safe, preferably on a distinctive key-ring, but don't keep the locker number with the key. Any keys found should be handed to the Head of Year who will also supply replacements for lost keys, at a cost. In the Junior School, children in Years 3 to 5 should leave their belongings in the cloakroom, and stationery equipment in their classroom. Children in Year 6 have access to a locker to store their belongings.

During Games/PE lessons keys should be handed in to the member of staff. You should keep your valuables in your locker: belongings left anywhere else are vulnerable.

Form Rooms

It is the duty of members of the form to ensure that their form room is clean and tidy at the end of break and lunch time. We should all expect to have a clean and tidy room in which to work.

Drinking and eating

- You may drink water (but nothing else) in lessons (except in some, where teachers feel that it creates a hazard), using bottles with sports caps.
- You may not eat except in the Derry Hall, the Sixth Form Cafeteria or outside.
- You should not eat during or between lessons.
- Chewing gum is not permitted.

Informal ball games

You may play ball games on Moreton's Piece (during lunch time only), on the hard area at the back of the Sports Centre and on the netball courts between the Sixth Form Centre and the Sports Centre.

When playing ball games on the netball courts you must not use full sized footballs.

In the winter terms you may play on the grass near the Sports Centre only when the five-a-side goals are out.

In summer you may play there, but only outside the cricket boundary and when cricket practices or matches are not taking place.

You may never play ball games in goal mouths or on cricket squares except during official organised games.

You may not play informal ball games on the netball courts when they are being used for practices or matches.

In the summer term only, Sixth Formers may spend periods in which they are not being taught, outside in their designated area adjacent to the Sixth Form Centre: they may not play ball games or in any way disturb teaching when out of doors.

The Valley is out of bounds and should not be used at any time before or after school, breaktime or lunchtime unless under the direct supervision of a member of staff.

In the Junior School, ball games are not permitted on the small playground for space reasons.

Lost Property

Items	If you have lost something	If you have found something
Valuables e.g. mobile phones, keys, wallets, purses, glasses, electronics, bus passes.	Ask at Reception if you have recently lost an item. Also ask a member of staff at the staffroom to check the Lost Property boxes.	If you're in a classroom hand the item to your teacher. They may ask you to take it to Reception there and then. If there is no teacher present,

		take the item straight to Reception.
Sports Kit / School Uniform	Look in the Lost Property boxes in the Sports Hall. Ask a member of the PE staff if you are unsure. Check Lost Property boxes outside the staffroom.	All items relating to PE, Games and other sporting activities are to be given to a member of the PE staff and initially kept in the Lost Property boxes in the Sports Hall.
All other items e.g. pencil cases, books, uniform, folders.	Look in the Lost Property boxes outside the staffroom. Any named item will be returned.	If you find anything else it should be handed to a member of staff and then brought to the staffroom. It will be placed in the appropriately named Lost Property box.

Homework

Homework is set for all years on the following basis: (timings are approximations)

Year group	Subjects per night	Time spent per subject
3	1 (typically 3 times a week)	15 Minutes
4	1 (typically 4 times a week)	20 Minutes
5	1	25 Minutes
6	1	30 Minutes
7	3	25 Minutes
8	3	30 Minutes
9	3	35 Minutes
10	3	45 Minutes
11	3	45 Minutes

Sixth Form Work will be set as required. Sixth Form students should expect, in an average week, to work 15 – 20 hours in private study and at home.

If no specific work is set by a subject on an evening (e.g. if a topic is finished and the teacher has yet to begin the next) then you are expected to use the time to re-read and review recent work to ensure that its content is properly understood.

Participation

Our school strongly encourages all students to participate fully and actively in the breadth of school life whether through sport, music, drama, outdoor pursuits, debating, or through a wealth of other clubs and societies. Equally, we encourage students to be involved, at an appropriate level, in helping run the school through such vehicles as Student Parliament and Peer Support.

It is important that you understand that commitment is a vital component of participation. Being part of a team, group, society or other body of people means that the success of the whole venture depends on your continued consistent involvement: other people need you to be there in the same way that you need their presence. Therefore you have a responsibility to go to practices, rehearsals, meetings etc for any endeavour to which you make a commitment. This may need you to make sacrifices sometimes.

In sport in particular it is an honour for you to be selected to represent your school and we take for granted that you will take part. If there is a clash of commitments with outside activities - for example, with a Saturday job, membership of another team or avoidable family commitments - the school expects you to honour your school commitment.

In the event that you are unable to make a practice (or equivalent), or if there is a clash of commitments, you should seek out the teacher(s) involved and explain the problem.

The Student Parliament

At school we uphold your right to have a say in your education and to speak out when you see something that seems wrong. One way in which you can - and should - use your voice is through the Student Parliament. The Student Parliament allows Representatives, elected by each form, to voice concerns and suggest improvements in the running and organisation of the school. There is a School Council in the Junior School which oversees fund raising, charitable contributions and student-led school improvements. Elections (a boy and a girl from each form) are biannual in order to give new starters a chance to stand once they have found their feet.

Duty of Care

Keeping Children Safe in Education is a government document (which is available on the internet) that stresses the duty of all citizens to be alert for signs of child abuse and to take action when they see or suspect it. In all such matters the protection of the child is paramount. Schools have a particular responsibility for child protection. Wolverhampton Grammar School will take action in cases of suspected abuse and seeks the support of parents in the protection of children.

Everyone should be aware that children who are suffering abuse may be too frightened to tell anyone: they need encouragement and sympathy if they start to talk about their problems

Abuse may take a number of forms:

- neglect
- physical injury
- sexual abuse
- emotional abuse

Any allegation or suspicion of abuse by a member of staff or volunteer should be reported to Mr Hall, the designated safeguarding lead. If he is absent or if he is the subject of the allegation then the allegation should be reported to the Head. The designated safeguarding leads in the Junior School are Mr Peters and Miss Trevor.

Any allegation or suspicion of abuse by one or more pupils against another pupil must be reported to Mr Hall (or Miss Trevor in the Junior School), who will inform the Head of the Senior or Junior School and liaise with LADO and parents as appropriate.

If you are worried about possible child abuse - in connection with yourself or with someone else – you should talk to a member of staff. School encourages an open atmosphere in which you can talk to anyone with whom you feel comfortable.

The member of staff will treat any information you give with discretion, only passing on information on a need to know basis.

Help available in school

Sometimes just getting things off your chest to a neutral person can change your perspective. Sometimes a problem needs to be discussed with the person you think is causing it, or with someone who can change things.

Wolverhampton Grammar School takes the need to provide care and advice for all its students very seriously. Form tutors and Sixth Form tutors accept that pastoral care is a most important part of their job: they will normally hope to be the first person you will turn to for help. Subject teachers, too, see pastoral care and support of students as being integral to their academic role. At school any student may always approach any member of staff for help or advice. Teachers are used to balancing the various parts of their job and you can feel safe to trust them to be discreet and caring when helping you with a difficulty.

Even so, students are still sometimes nervous of discussing problems with teachers because they are both advisors and authority figures. For that reason the Student Parliament planned various ways in which you can have access to advice or counselling from people within school or through a trained counsellor, currently Ms Ros Howard.

Peer Support

A Student Parliament initiative led to a scheme of Peer Supporters in school. All Peer Supporters have undergone training in listening and basic counselling skills and are available at lunchtimes and break times around school. Further details can also be found on the Peer Support page on Firefly.

How to seek help

Students are welcome to find any of the senior staff or Heads of Year, in their offices, and ask to talk confidentially.

If you want to talk to the school's trained counsellor, Ms Ros Howard, you should contact a Deputy Head, who will arrange (in confidence) an appointment in a quiet and private room in school.

Helpful telephone numbers and websites

For some problems you might want to seek more specialist help. Details of many useful help lines, services and their telephone numbers are printed below:

Base 25 (Wheeler's Fold: opposite Art Gallery)

0800 0730233 - 01902 572040

Get Connected

0808 808 4994 - www.getconnected.org.uk

Childline

0800 1111 - www.childline.org.uk

Bullying Helpline

0845 2255 787

Kidscape

020 7730 3300 - www.kidscape.org.uk

NSPCC Helpline

0808 800 5000 - www.nspcc.org.uk

Samaritans

08457 90 90 90 - www.samaritans.org.uk

Relate

0300 100 1234 - www.relate.org.uk

Drinkline Youth Helpline

0345 320202

Alcoholics Anonymous

0845 769 7555 - www.alcoholics-anonymous.org

Gamblers Anonymous

0114 262 0026 - www.gamblersanonymous.org.uk

Eating Disorders Association

0845 838 2040 - www.eating-disorders.org.uk

Mind Information Line

0300 123 3393 - www.mind.org.uk

Mental Health Foundation

08457 90 90 90 - www.mentalhealth.org.uk

National Drugs Helpline

0300 123 6600 - www.ndh.org.uk

Teacherline UK

08000 562561 - www.teacherline.org.uk

Base 25 is a Wolverhampton based organisation that offers help and information to young people (aged 11-25). Services include drug and alcohol, counselling, housing and careers. Drop-in afternoons after 2.00pm.

Get Connected is a free UK wide helpline that finds young people the best help whatever the problem. The helpline workers listen to what you need to sort out, talk you through the options you have, and then make suggestions of services where you can get the best help. Get Connected has access to information on thousands of places that can help, both locally and nationally. Get Connected can then provide a free connection to the service you have chosen, and can text important information to your mobile phone.

Mind is the leading mental health charity in England and Wales, working for a better life for everyone with experience of mental distress.

Relate is about relationships, all kinds of relationships. Whether you are having problems getting on with your partner, your kids, your siblings or even your boss – Relate can help.

School Equal Opportunities and Race Equality

Every student and employee at Wolverhampton Grammar School has the right to equal opportunities irrespective of:

- gender, age, race, pregnancy and maternity, religion and political beliefs.
- differences of domestic or social circumstances, disability, physical appearance or sexuality.

School Anti-bullying Statement

All bullying is unacceptable. No one at school should ever be made to feel unhappy, undervalued or humiliated.

Deliberate repeated unkindness or any action that gives hurt, whether verbal, physical or mental and whether intended or not, are bullying and will not be tolerated between students or teachers and students.

It is bullying to repeatedly write notes, make phone calls, send electronic messages or create or post them on websites if they might offend, hurt, annoy or worry anyone, whether it is a student, teacher or someone else. From home, from school, from anywhere, it is still bullying.

Students have a right to privacy of property and personal information in school. It is dishonest and can be a form of bullying to go into another person's pocket, locker or bag, read a private document or electronic message or use someone else's computer ID (however, see ICT Statement re staff supervision of student computer access).

School is a happy and friendly community in which everyone respects, supports and cares about everyone else. It is our aim to ensure that is always true.

The school will take the firmest action against any bullying, teasing, racial or sexual harassment or other form of hurtful or negative behaviour.

The school works hard to create an open atmosphere in which students are able to speak out without fear and to seek justice for themselves and for others. Any student who feels unhappy or threatened should not regard it as a private or personal problem but should seek the help of a friend, senior student, teacher, peer supporter or counsellor.

It is the duty of everyone who sees an instance of bullying – or potential bullying – to act to stop it. This duty applies to all students, teachers and other members of staff.

Parents and students who are worried about bullying issues should contact the Head or any other member of staff about their concerns.

School Drugs Statement

The school believes that all students, staff and parents have a duty to take action when they learn of the misuse of drugs.

If you (or a parent or another student on your behalf) genuinely seek help with a drugs-related matter, you will be dealt with in a non - disciplinary manner. The school will try to give you help, support and advice. We will treat any conversation or information you give with complete discretion and will not share it indiscriminately. We may have to share information, only on a 'need to know' basis, so that other professionals can take appropriate action.

However:

- if you are discovered dealing in controlled drugs (including so called "legal highs"), or being in possession of them with intent to deal, or giving them away to others, you will be permanently excluded
- if you are found to be using, in possession of, under the influence of, or providing others with controlled drugs (including so called "legal highs") at school, or when they are identified with the school, you can expect to be permanently excluded

The school will thoroughly investigate suspicions of drugs use and possession within school and will deal with them in a similar manner.

Smoking and alcohol

You must not bring alcohol, tobacco or e-cigarettes onto school premises, nor smoke, use e-cigarettes or drink alcohol on school premises or elsewhere when you are wearing uniform or are otherwise clearly identified with the school. The whole school site is a No Smoking area.

Students who are found smoking on-site or to be in possession of tobacco products or e-cigarettes will be subject to the School's Behaviour Management Policy and a relevant sanction will be enforced.

ICT Statement

Your computer (file) storage areas will be treated as school property. Members of the ICT staff may look at your files and communications to ensure that the system is being used responsibly, and can view a computer screen at anytime from anywhere on the school network without your knowledge. You should therefore not expect that your work and emails will always be private. Whilst every attempt is made to ensure the safety of your work in folders kept on the server, you must be responsible for making your own copies of work done.

You must not:

- log on to anyone else's account
- send, display or access any obscene or offensive material
- use computers or the Internet for anything objectionable (e.g. pornographic, racist, obscene, satanic or improper) or use obscene or offensive language (not least because they are representing the school on a global public system)
- enter chat rooms on the Internet (unless as a work-related project authorised by a teacher)
- harass, insult or attack others through electronic media: you should never send any electronic message that you would not say to someone face to face

- violate copyright laws
- reveal any personal information, the home address or personal phone numbers of yourself or other people
- download games or other executable programs
- intentionally waste resources on unnecessary or unauthorised activities
- carry on a private business
- undertake financial transactions either on your behalf or on behalf of the school

You must check with a member of the ICT staff before opening unidentified email attachments or completing questionnaires or subscription forms.

Safety for sport/outdoor pursuits

In the following sports the school requires students to wear protective items, even in practice. No student will be allowed to participate without such protection where it is specified.

Cricket - helmet (for all batsmen, and fielders when close to the bat)

Football - shin pads

Hockey - shin pads and mouth guard

Rugby - mouth guard

Squash – goggles

The school provides cricket helmets and squash goggles, though serious players may wish to purchase their own. You must provide your own shin pads and mouth guard. The school recommends that mouth guards be supplied and fitted by a specialist rather than bought in shops over the counter.