



# Highsted Grammar School

## **Behaviour Policy and Statement of Behaviour Principles**



## 1. AIMS

This policy aims to:

- Provide a **consistent approach** to behaviour management
- **Define** what we consider to be unacceptable behaviour, including bullying
- Outline **how pupils are expected to behave**
- Summarise the **roles and responsibilities** of different people in the school community with regards to behaviour management
- Outline our system of **rewards and sanctions**

## 2. LEGISLATION AND STATUTORY REQUIREMENTS

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

In addition, this policy is based on:

- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy
- [DfE guidance](#) explaining that academies must publish their behaviour policy and anti-bullying strategy online

This policy complies with our funding agreement and articles of association.

## 3. DEFINITIONS

**Misbehaviour** is defined as:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Incorrect uniform

**Serious misbehaviour** is defined as:

- Repeated breaches of the school rules
- Any form of bullying
- Sexual violence, such as rape, assault by penetration, or sexual assault (intentional sexual touching without consent)



- Sexual harassment, meaning unwanted conduct of a sexual nature, such as:
  - Sexual comments
  - Sexual jokes or taunting
  - Physical behaviour like interfering with clothes
  - Online sexual harassment such as unwanted sexual comments and messages (including on social media), sharing of nude or semi-nude images and/or videos, or sharing of unwanted explicit content
- Vandalism
- Theft
- Fighting
- Smoking
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
  - o Knives or weapons
  - o Alcohol
  - o Illegal drugs
  - o Stolen items
  - o Tobacco and cigarette papers
  - o Fireworks
  - o Pornographic images
  - o Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

#### 4. BULLYING

**Bullying** is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

TYPE OF BULLYING	DEFINITION
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Prejudice-based and discriminatory, including: <ul style="list-style-type: none"><li>• Racial</li><li>• Faith-based</li><li>• Gendered (sexist)</li><li>• Homophobic/biphobia</li><li>• Transphobic</li><li>• Disability-based</li></ul>	Taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality)
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

Details of our school's approach to preventing and addressing bullying are set out in our anti-bullying policy.

## 5. ROLES AND RESPONSIBILITIES

### 5.1 The governing body

The governing body is responsible for monitoring this behaviour policy's effectiveness and holding the Headteacher to account for its implementation.

### 5.2 The Headteacher

The Headteacher is responsible for reviewing and approving this behaviour policy.

The Headteacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.



### 5.3 Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents
- All staff must read Keeping Children Safe in Education to ensure that they are aware of all safeguarding responsibilities.
- The Senior Leadership Group will support staff in responding to behaviour incidents.

### 5.4 Parents/Carers

Parents/carers are expected to:

- Support their child in adhering to the School's expectations and behaviours policy
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher promptly

## 6. EXPECTATIONS FOR BEHAVIOUR

Pupils are expected to:

- Behave in an orderly and self-controlled way
- Show respect to members of staff and each other
- In class, make it possible for all pupils to learn
- Treat the school buildings and school property with respect
- Wear the correct uniform at all times
- Accept sanctions when given
- Refrain from behaving in a way that brings the school into disrepute, including when outside school
- Sit where directed by staff

## 7. EXPECTATIONS FOR UNIFORM

All of us at Highsted are proud of our School and the school uniform helps create a sense of belonging. We therefore ask that you follow the guidelines concerning uniform set out below. **Full school uniform should be worn at all times** when children are representing Highsted, including on journeys to and from School. **Trainers or tennis shoes should only be worn for PE lessons.** Please use the following link <https://www.monkhouse.com/> to locate the full uniform list.

All students in Y7-11 will be issued with a uniform card to support their maintenance of the correct uniform

### 7.1 Jewellery and hair

The only items of jewellery we allow to be worn at School are one pair of **discreet** studs in the lower ear lobes **only** and a watch. **No other kind of body piercing can be worn in School.**

Discreet religious symbols may be worn if they are **underneath** a blouse or sweater and are not visible. All jewellery must be removed for PE and games lessons. Long hair should be tied back for science and technology practical's, PE and games lessons, hair decorations should be royal blue, grey, black or white. Hair must be adapted to a restrained, discreet style for school and of a



natural colour. Unnatural dyed hair is not permitted. No badges other than School ones may be worn.

If you permit your child to have more than one piercing in their ears, please ensure that this is done at the **start of the summer holiday** in order for it to heal properly before the start of term. **Your child will not be allowed more than one pair of ear studs in School.**

## 7.2 Make-up

Children in Years 7 to 9 may **not** wear make-up in school. Discreet eye make-up and foundation is allowed in Years 10 and 11 only. No sparkly eye shadow or lipstick is permitted. Coloured nail varnish must **not** be worn in School. Clear varnish is acceptable. Pupils are not permitted to wear acrylic nails. Any students wearing excessive make-up will be asked to remove it for School.

## 7.3 School bag and text books

All students will need a strong bag in which to carry books and other equipment. A rucksack is often the most popular choice. Students are provided with textbooks. If books are lost or damaged, they naturally must be replaced and a charge will be made.

## 7.4 Further guidance for PE, games and science lessons

**PE:** It is advisable for safety reasons that spectacles be removed for gymnastics and games lessons. If this is not possible (e.g. if a student would be unable to see sufficiently well to participate in the lesson) a letter is required under Health and Safety Regulations from a legal guardian accepting liability in case of accidental damage or breakage of the spectacles during the lesson, or worse, an accident to the wearer. A note from a parent/carer is also required if a student is to be excused from PE (there should be a sound medical reason). Unless the reason is clearly visible (e.g. a plaster cast!) please send a note on each occasion. If students are to be excused from the practical aspect of the lesson, they will still be expected to wear the correct PE kit, so that they are still part of the lesson. **Please note: No aerosols are allowed for PE lessons or other parts of the School.**

**SCIENCE:** In practical lessons, students are required to wear safety glasses which are provided. Students must wear overalls in science lessons as directed by their teacher to protect their clothes from possible traces of chemicals.

## 8. REWARDS AND SANCTIONS

### 8.1 Rewards

Positive behaviour will be rewarded with:

- Praise
- Merits
- Letters or phone calls home to parents
- Special Recognition Assemblies and Certificates



## 8.2 Detentions

Note that 24 hours' notice of a detention is no longer required by the Department for Education. Parental permission is not required but Highsted Grammar School will inform parents for all detentions as soon as possible but it may be at the end of the school day via email through 'SIMs in touch'.

In setting detentions, however, Highsted Grammar School will consider:

- the welfare and any special needs or disabilities of the child
- whether the child has caring responsibilities
- whether there are unique travel arrangements

Inconvenience to the parents will not be considered as long as the pupil has a means to get home safely. The permitted times for detentions are any school day when the pupil does not have permission to be absent.

The behaviour expectations will be upheld in all classes by following this stepped warning/sanction system:

<b>Event</b>	<b>Step</b>
Student not meeting staff expectations	Verbal warning given
Student continues to not meet staff expectations	Written warning in the planner given
Student continues to not meet staff expectations	30-minute detention issued.
If the student continues not to correct their behaviour	Exit issued. Student will be exited to another room for the remainder of the lesson. This will result in an afterschool 60-minute detention on a Friday with SLG. Contact will be made to the parent/carer via a phone call and email via parent mail
<b>Failure to attend detentions</b>	
<b>Detention Level</b>	<b>Consequence</b>
Failure to attend 30-minute lunchtime detention	Escalate to a 60-minute SLG afterschool detention (same week)-parent/carer notified via parent mail
Failure to attend 60-minute SLG afterschool detention	Escalate to internal suspension. Parent notified via parent mail
<b>Truancy</b>	
Not attending class	60-minute SLG detention on a Friday with SLG
Students who are persistently Late or persistently Truancy can incur further sanctioning such as internal isolations and also include involvement from the Local Authority Attendance Service	

All students are expected to uphold the school's values and behave in an acceptable manner. This includes when not in lessons. Where a student requires closer supervision at break and/or lunch time they will be required to sit in a supervised area with a member of the pastoral team. Members of staff and the Senior Leadership Group are on duty before and after school and at break and lunch times.

If members of staff witness incidents of poor behaviour they will issue a student with a detention or for more serious incidents a member of the Senior Leadership Group will place a student in Internal Isolation.



The school may use internal isolation in response to serious or persistent breaches of this policy.

### **8.3 Suspensions/Exclusions**

In extreme cases of poor behaviour, the school may consider excluding a pupil. Before the school does this, they will consider the implications of the Equality Act 2010. Specifically, the school will consider whether there is the possibility of any discrimination against a pupil due to their sex, race, disability, religion or belief, sexual orientation, pregnancy, or gender reassignment. For pupils with disabilities, whether diagnosed or not, and those pupils with additional needs, the school will also consider whether they have made reasonable adjustments to policies and practices. These considerations will be recorded prior to any exclusion/suspension. The school will, as far as possible, avoid permanently excluding any pupils who are vulnerable as well as those with an EHCP and will proactively engage with other relevant agencies to consider additional support including an alternative placement before making the decision to exclude.

### **8.4 Zero-tolerance approach to sexual harassment and sexual violence**

The school will ensure that all incidents of sexual harassment and/or violence are met with a suitable response, and never ignored.

Pupils are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be.

The school's response will be:

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis

Sanctions for sexual harassment and violence may include fixed-term exclusion.

The school has procedures in place to respond to any allegations or concerns regarding a child's safety or wellbeing. These include clear processes for:

- Responding to a report
- Carrying out risk assessments, where appropriate, to help determine whether to:
  - Manage the incident internally
  - Refer to early help
  - Refer to children's social care
  - Report to the police

Please refer to our child protection and safeguarding policy for more information.

### **8.5 Off-site behaviour**

Sanctions may be applied where a pupil has misbehaved off-site when representing the school. This means misbehaviour when the pupil is:

- Taking part in any school-organised or school-related activity (e.g. school trips)
- Travelling to or from school



- Wearing school uniform
- In any other way identifiable as a pupil of our school

Sanctions may also be applied where a pupil has misbehaved off-site at any time, whether or not the conditions above apply, if the misbehaviour:

- Could have repercussions for the orderly running of the school
- Poses a threat to another pupil or member of the public (inclusive of online behaviour)
- Could adversely affect the reputation of the school

Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of the staff member (e.g. on a school-organised trip).

## 8.6 Malicious allegations

Where a pupil makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school will discipline the pupil in accordance with this policy.

Where a pupil makes an allegation of sexual violence or sexual harassment against another pupil and that allegation is shown to have been deliberately invented or malicious, the school will discipline the pupil in accordance with this policy.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (in collaboration with the local authority designated officer, where relevant) will consider whether the pupil who made the allegation needs help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate.

The school will also consider the pastoral needs of staff and pupils accused of misconduct (see Allegations of Abuse Against Staff Policy).

Please refer to our child protection and safeguarding policy for more information on responding to allegations of abuse against staff or other pupils.

## 9. BEHAVIOUR MANAGEMENT

### 9.1 Classroom management

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom.

They will:

- Create and maintain a stimulating environment that encourages pupils to be engaged
- Develop a positive relationship with pupils, which may include:
  - o Greeting pupils in the morning/at the start of lessons
  - o Establishing clear routines
  - o Communicating expectations of behaviour in ways other than verbally
  - o Highlighting and promoting good behaviour
  - o Concluding the day positively and starting the next day afresh
  - o Having a plan for dealing with low-level disruption
  - o Using positive reinforcement



## 9.2 Physical restraint

In some circumstances, staff may use reasonable force to restrain a pupil to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint must:

- **Always be used as a last resort**
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents

## 9.3 Confiscation

**Any prohibited items (listed in section 3) found in pupils' possession will be confiscated.** These items will not be returned to pupils.

We will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to pupils after discussion with senior leaders and parents/carers, if appropriate.

Searching and screening pupils is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

## 9.4 Pupil support

The school recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The school's special educational needs and disabilities manager (SEND Co-ordinator) will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents/carers to create the plan and review it on a regular basis.

## 9.5 Behaviour Report Process

To support students correcting negative behaviour we have a supportive behaviour report process. If a student is struggling to manage their behaviour, we will intervene with a stepped report system. Patterns of poor behaviour will be monitored by Form Tutors and the Pastoral Team to help them correct their behaviour. There are also subject specific reports if there are concerns within a particular subject which is monitored by the classroom teacher and HOD.

Reports give students individualised targets that will act as triggers for good behaviour. If a student does not correct their behaviour they will move on to a different stage of the report at the discretion of the school. The different layers of report are shown in the table below: -



<b>Tutor report (2 weeks)</b>		
<ul style="list-style-type: none"> <li>• Persistent poor behaviour</li> <li>• Multiple detentions</li> <li>• Persistently late</li> <li>• Persistent lack of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Tutor calls home to notify parents</li> <li>• Tutor notifies HOY/learning mentor so records can be updated</li> <li>• Tutor monitors pupil report daily</li> </ul>	<ul style="list-style-type: none"> <li>• Pass = pupil meets all targets and behaviour has improved</li> <li>• Fail = pupil does not meet targets and behaviour not improved OR loses report and issued a lunchtime detention</li> </ul>
<b>Head of Year report (2 weeks)</b>		
<ul style="list-style-type: none"> <li>• Failed Form tutor report</li> </ul>	<ul style="list-style-type: none"> <li>• HOY calls home to notify parents</li> <li>• HOY/learning mentors update records</li> <li>• Support put in place</li> <li>• HOY monitors pupil report daily</li> </ul>	<ul style="list-style-type: none"> <li>• Pass=pupil adheres to targets set</li> <li>• Fail=pupil does not Adhere to the targets set OR loses report and issued an afterschool detention</li> </ul>
<b>Head of Key Stage Report (2 weeks)</b>		
<ul style="list-style-type: none"> <li>• Failed Head of Year Report</li> </ul>	<ul style="list-style-type: none"> <li>• Head of KS calls home and arranges a parental meeting</li> <li>• Head of KS update records</li> <li>• Support put in place</li> <li>• Head of KS communicates with home weekly</li> <li>• Head of KS checks report daily</li> </ul>	<ul style="list-style-type: none"> <li>• Pass=pupil adheres to targets set</li> <li>• Fail=Pupil does not adhere To the targets set OR loses report and issued a period of Internal suspension</li> </ul>

**If the pupil fails to pass Head of Key stage report manage move/directed move may be discussed**

### 9.6 Working with Parents/ Home School Agreement

Parents and pupils sign Highsted Grammar School's home school agreement as we recognise that the successful development of our students depends on an effective partnership with students and parents. All three parties share responsibility for the development and achievement of each student. Together, we commit ourselves to the following:

#### **I, THE STUDENT, UNDERTAKE TO:**

- attend School regularly and on time;
- wear the School's uniform in the Lower and Middle Schools and comply with the dress code in the Senior School;
- have care to bring all the equipment I need for each day;
- do all my class and homework as well as I can, and hand it in on time;
- be polite and helpful to and considerate of others;
- comply with the School rules;
- keep the School free from litter and graffiti and help ensure that we can be proud of it.

#### **I / WE, THE PARENT(S) / CARER(S), UNDERTAKE TO:**

- see that attendance at School is regular and prompt and that proper equipment is provided;
- ensure that approved School uniform is always worn;
- keep closely in touch with school sharing any problems or concerns which might affect behaviour or concentration on work;



- support the School's policy and guidelines regarding behaviour;
- provide, as far as possible, a suitable environment for homework or decide for this to be done at least in part on the School premises afterschool;
- attend parents' / carers' consultative meetings and discussions about general progress, behaviour, or other matters as may be necessary.

#### **IN RETURN THE SCHOOL UNDERTAKES TO:**

- care for every student's safety and happiness;
- keep parents / carers informed about general School matters and individual student progress;
- ensure that every student's potential as a valued member of the community is addressed;
- provide a balanced curriculum designed to develop to the full every student's individual academic potential;
- strive toward high standards of work and behaviour based on the development of students' responsibility, self-discipline, and self-confidence;
- be open and welcoming at all times and offer opportunities for parents / carers to become involved in the life of the School and with their child's education.

#### **10. PUPIL TRANSITION**

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at the start of the term or year. Information on behaviour issues may also be shared with new settings for those pupils transferring to other schools.

#### **11. TRAINING**

Our staff are provided with training on managing behaviour as part of CPD.

Behaviour management will also form part of continuing professional development.

#### **12. MONITORING ARRANGEMENTS**

This behaviour policy will be reviewed by the Headteacher and governing body annually. At each review, the policy will be approved by the Headteacher.

The written statement of behaviour principles (appendix 1) will be reviewed and approved by the governing body annually.

#### **13. LINKS WITH OTHER POLICIES**

This behaviour policy is linked to the following policies:

- Safeguarding policy
- Anti-bullying policy
- Attendance policy
- Allegations of Abuse Against Staff policy
- Whistleblowing Policy

#### **POLICY REVIEW DATE**

<b>Approved by:</b>	Governing Body	<b>Date:</b> September 2024
<b>Last reviewed on:</b>	September 2023	
<b>Next review due by:</b>	September 2025	



## APPENDIX 1: Written statement of behaviour principles

- Every pupil understands they have the right to feel safe, valued and respected, and learn free from the disruption of others
- All pupils, staff and visitors are free from any form of discrimination
- Staff and volunteers set an excellent example to pupils at all times
- Rewards, sanctions and reasonable force are used consistently by staff, in line with the behaviour policy
- The behaviour policy is understood by pupils and staff
- Exclusions will only be used as a last resort
- Pupils are helped to take responsibility for their actions
- Families are involved in behaviour incidents to foster good relationships between the school and pupils' home life

The governing body also emphasises that violence or threatening behaviour will not be tolerated in any circumstances.

This written statement of behaviour principles is reviewed and approved by the governing body annually.



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## APPENDIX 2: Letters to parents/carers about pupil behaviour – Templates

### First behaviour letter

Dear parent/carers,

Recently, your child, \_\_\_\_\_, has not adhered to the school's expectations for behaviour.

It is important that your child understands the need to follow our expectation for behaviour, and I would appreciate it if you could discuss their behaviour with them.

If your child's behaviour does not improve, I will contact you again and suggest that we meet to discuss how we can work together. However, at this stage I am confident that a reminder of how to behave appropriately will be sufficient.

Yours sincerely,

Class teacher name:

\_\_\_\_\_

Class teacher signature:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

### Behaviour letter – return slip

Please return this slip to school to confirm you have received this letter. Thank you.

Name of child:

\_\_\_\_\_

Parent name:

\_\_\_\_\_

Parent signature:

\_\_\_\_\_

Date: \_\_\_\_\_



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**Second behaviour letter**

Dear parent/carer,

Following my previous letter regarding the behaviour of \_\_\_\_\_, I am sorry to say that they are still struggling to adhere to our pupil code of conduct.

I would appreciate it if you could arrange to meet me and my Head of Department/Year after school so we can discuss a way forward.

Yours sincerely,

Class teacher name:

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Class teacher signature:

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Date:

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**Third behaviour letter**

Dear parent/carer,

I am sorry to report that, despite meeting and creating a behaviour contract,  
\_\_\_\_\_, has continued to misbehave.

\_\_\_\_\_ would now benefit from a structured approach to help improve their behaviour in school.

I would be grateful if you could attend a meeting with the Assistant Headteacher, and myself, to discuss how we can best support your child in improving their behaviour.

*Insert details of the meeting time, date and location, as necessary, or how to contact the school to arrange the meeting.*

Yours sincerely,

Head of Department/Year name:

\_\_\_\_\_

Head of Department/Year signature:

\_\_\_\_\_

Date: \_\_\_\_\_



## DETENTION TEMPLATES FOR PARENTMAIL

### Detention parent mail notification

Dear <ParentalSalutation>

This is to inform you that after having a reflective conversation, <PreferredForename> chose not to correct their behaviour, and has been issued with a <Type> detention\* on <Day> at <StartTime>. This was issued for <ReasonForDetention>. <PreferredForename>'s actions failed to uphold an aspect of school policy.

If you wish to discuss this further please contact <HeadOfYear> via email [admin@highsted.kent.sch.uk](mailto:admin@highsted.kent.sch.uk)

Kind Regards

\*HOD = Head of Department / HOY = Head of Year

### Escalation to SLG 60-minute afterschool detention parent mail notification

Dear <ParentalSalutation>,

Your child , <PreferredForename>, was issued a 30 minute lunchtime detention for not following the expectations of the school's behaviour policy which they failed to attend. This is to inform you that this has now been escalated to a 60 minute SLG detention on <Day> at <StartTime>. <PreferredForename>'s actions failed to uphold the expectations of the school's behaviour policy

If you wish to discuss this further please contact <HeadOfYear> via email [admin@highsted.kent.sch.uk](mailto:admin@highsted.kent.sch.uk)

### Internal suspension parent mail notification

Dear <ParentalSalutation>,

Your child , <PreferredForename>, was issued a 60 minute after school detention which they failed to attend. This is to inform you that this has now been escalated to an internal isolation on <Day>. <PreferredForename>'s actions failed to uphold the expectations of the school's behaviour policy. Should there be any repetition of the behaviour which has led to the internal isolation then a more significant sanction may follow.

If you wish to discuss this further please contact <HeadOfYear> via email [admin@highsted.kent.sch.uk](mailto:admin@highsted.kent.sch.uk)


### Exit parent mail notification

Dear <ParentalSalutation>,

Your child , <PreferredForename>, was exited from a lesson on <IncidentDate> . This is to inform you that as a consequence a 60 minute SLG detention has been issued for <Date> at <StartTime> . <PreferredForename>'s actions failed to uphold the expectations of the school's behaviour policy. A formal exit is the result of repeated poor conduct which impedes the progress of the exited student and the progress of other students. Formal exits from lessons at this school are rare. Should there be any repetition of the behaviour which has led to the formal exit from a lesson then a more significant sanction may follow.

If you wish to discuss this further please contact <HeadOfYear> via email [admin@highsted.kent.sch.uk](mailto:admin@highsted.kent.sch.uk)

## STUDENT REPORT



Highsted Grammar School  
Student Report

Report type: Tutor / HOY/ AHT

On report to:

Student:	Form:
Reason(s) for being on report:	
First day of report:	
Last day of report:	

Targets:
1.
2.
3.

+	Date:	Day: M / T / W / Th / F	Week 1 / 2
+	Morning Registration	Form tutor comment:	
	Lesson 1	Subject	Teacher
	1	Teacher comment:	
	2		
	3		
	Lesson 2	Subject	Teacher
	1	Teacher comment:	
	2		
	3		
	Lesson 3	Subject	Teacher
	1	Teacher comment:	
	2		
	3		
	Lunch		
	Lesson 4	Subject	Teacher
	1	Teacher comment:	
	2		
	3		
	Tutor /HOY/ AHT	Signed:	Comment:
	Parent/ Carer	Signed:	Comment:



After each 5 days and before the student comes off report, comments regarding progress towards targets should be completed by Form tutor, Head of Year or Assistant Head Teacher, Parent/Carer and Student.

Student comment:	
Signed:	Date:
Parent/ Carer comment:	
Signed:	Date:
Form tutor / HOY/ AHT comment:	
Signed:	Date:



**EXIT FORM**

Name \_\_\_\_\_

Form \_\_\_\_\_

**Why was I exited from this lesson?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What could I have done differently to prevent having to be exited from the lesson?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What do I think I need to do to put the situation right?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Teacher comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

*Form to be circulated through the appropriate Head of Department/Head of Year to file.*



**Highsted Grammar School Uniform Card**

**UNIFORM RULES**

1. Blazer to be worn.
2. Highsted blouse with reverse collar.
3. Skirt worn to the knee.
4. Plain black school trousers.
5. Black shoes (not trainers).
6. Plain white ankle socks (not trainer socks).
7. No jewellery except one discreet stud in each lower earlobe.
8. No wearing of nail varnish and/or false nails
9. No non-uniform items to be worn.
10. No coats to be worn in lessons and registration.
11. Headphones / Earphones / ~~Airpods~~ must not be worn\*.

**Highsted Grammar School Uniform Card**  
**Terms 1 & 2**

«Forename» «Surname» - «Reg»  
Issue 1

1. Date \_\_\_\_\_ Staff initials \_\_\_\_\_ Code \_\_\_\_
2. Date \_\_\_\_\_ Staff initials \_\_\_\_\_ Code \_\_\_\_
3. Date \_\_\_\_\_ Staff initials \_\_\_\_\_ Code \_\_\_\_
4. Date \_\_\_\_\_ Staff initials \_\_\_\_\_ Code \_\_\_\_
5. Date \_\_\_\_\_ Staff initials \_\_\_\_\_ Code \_\_\_\_

**Notes**

Date \_\_\_\_\_

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Date \_\_\_\_\_

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Date \_\_\_\_\_

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