Clifton High School

BEHAVIOUR - SENIOR SCHOOL

Policy applies from Year 7 to Sixth Form and to all Staff	
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Author:	Deputy Head: Pastoral
Owner:	Deputy Head: Pastoral

Version	Date	Section	Material change	Approval
09.25 v1	01.09.2025	7.1.4 7.2 8 9 Appendix B Appendix C	Types of detention clarified. Grounds for required removal and expulsion clarified. New section inserted setting out procedure for serious misconduct. Section added and procedure updated. List of Level 1 and 4 misconduct updated. Types of detention clarified List of prohibited items updated to include "snus".	Mr Luke Goodman
03.26 v2	25.03.2026	4 Appendix C, Para. 1.2 Paras 2, 3 and 6	Updated re. corporal punishment and the use of restrictive interventions. Updated to include a list of banned items. Procedure updated to refer to banned items.	Mr Luke Goodman
09.26 v1	01.09.2026	12 and Appendix C para 1.2	Updated to reflect School's new mobile phone policy.	Mr Luke Goodman

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related Policies
Attendance

CCTV
Child Protection and Safeguarding
Child Protection and Safeguarding - Anti-Bullying
Child Protection and Safeguarding - Child-on-Child Abuse
Drugs and Alcohol
Expulsion and Required Removal
Mobile Phone
Online Safety
Pupil Code of Conduct – Senior School
Positive Handling and Restrictive Interventions
School Terms and Conditions

1. Introduction

Clifton High School promotes good behaviour and expects all pupils to act in an exemplary manner in terms of their conduct and interactions, with due regard for authority. Pupils must give consideration, at all times, as to how their conduct and behaviour impacts on themselves and others. Whether in uniform or not, pupils must remember that they are ambassadors for the School both at school and when representing Clifton High School on educational visits, sporting fixtures and whilst travelling to and from School.

This policy sets out:

- clear boundaries for expected behaviours and conduct to ensure that every member of the School community feels safe and valued and that the School environment and property is respected; and
- the consequences for breaching the boundaries of expected behaviour and conduct.

The School works closely with pupils and parents to ensure that the standards and expectations set are understood and adhered to.

Although the policy gives examples of possible misconduct in Appendix B, the School does not produce an exhaustive list of dos and don'ts. Pupils at Clifton High School are expected to behave in a disciplined, polite and responsible way at all times, being tolerant, caring and respectful towards others. Pupils are expected to take initiative and accept responsibility for their own behaviour and progress. They are made fully aware of procedures and expectations and are expected to adhere to them. Pupils also have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported.

The School rules are outlined in this policy, the Pupil Code of Conduct – Senior School and also in the following policies: the Attendance Policy, the Uniform Policy, the Drugs and Alcohol

Policy and the Acceptable Use of ICT Agreement. Breaches of those policies and other related policies may result in sanctions being carried out.

2. Roles and Responsibilities

Clifton High School's central concern is always the child's welfare, and also the safety and wellbeing of the other children and young people for whom the School is responsible.

2.1 Role of the Head of School

The Head of School will, in accordance with the requirements in '*Behaviour in Schools - advice for headteachers and school staff*' DfE 2024, determine behaviour measures which: :

- encourage good behaviour and respect for others;
- secure an acceptable standard of behaviour of pupils;
- promote, among pupils, self-discipline and proper regard for authority;
- prevent all forms of bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- ensure that pupils complete any tasks reasonably assigned to them in connection with their education; and
- otherwise regulate the conduct of pupils.

2.2 The role of the Senior Leadership Team

The Clifton High School Senior Leadership Team (SLT) will:

- be highly visible, with members of the SLT routinely engaging with pupils, parents and staff on setting and maintaining the behaviour culture and an environment where everyone feels safe and supported;
- have a crucial role in making sure all staff understand the behavioural expectations and the importance of maintaining them;
- make sure that all new staff are properly inducted into the School's behaviour culture to ensure they understand its rules and routines and how best to support all pupils to participate in creating the culture of the School; and
- ensure that their staff have adequate training on matters such as how certain special educational needs, disabilities, or mental health needs may affect a pupil's behaviour.

2.2 The role of staff

All staff must be aware of the measures outlined in this policy and how to implement them, and of their safeguarding responsibilities, which are set out in statutory guidance *Part 1 and Annex A of Keeping Children Safe in Education* (KCSIE) 2026.

All Clifton High School staff:

- have an important role in developing a calm and safe environment for pupils and establishing clear boundaries of acceptable pupil behaviour;

- uphold the whole-school approach to behaviour by teaching and modelling expected behaviour and positive relationships;
- challenge pupils to meet the School expectations and maintain the boundaries of acceptable conduct;
- communicate the School expectations, routines, values and standards both explicitly through teaching behaviour and in every interaction with pupils;
- consider the impact of their own behaviour on the School's culture and how they can uphold the School rules and expectations; and
- receive clear guidance about the School's expectations of their own conduct at School contained in the Staff Professional Code of Conduct.

2.3 The role of pupils

At Clifton High School, all pupils deserve to learn in an environment that is calm, safe and supportive, and be treated with dignity. Every pupil is:

- made aware of the School behaviour standards, expectations, pastoral support, and consequence processes;
- taught that they have a duty to follow this policy and uphold the School rules, and should contribute to the School culture;
- asked about their experience of behaviour and asked to provide feedback on the School's behaviour culture through pupil voice and at each pupil council;
- supported to achieve the behaviour standards, including an induction process that familiarises them with the School behaviour culture; and
- provided with extra support and induction if they join the School part way through the school year.

2.4 The role of parents

The role of parents is crucial in helping the School to develop and maintain good behaviour. To support the School, parents should:

- have an understanding of this policy and, where possible, take part in the life of the School and its culture;
- reinforce the policy at home as appropriate; and
- be included in any pastoral work following misbehaviour, including attending reviews of specific behaviour interventions in place.

Where a parent has a concern about management of behaviour, they should raise this directly with the School and work in partnership with them.

3. Behaviour expectations for pupils with Special Educational Needs and/or Disability (SEND)

The School has a whole-school approach to behaviour, which includes the behaviour of pupils with SEND. Where a pupil with SEND misbehaves, their SEND should be considered, although it does not follow that an incident of misbehaviour is connected with their SEND.

The law requires the School to balance a number of duties under the Equality Act 2010, the Children and Families Act 2014, and duties arising in relation to Education, Health and Care Plans. These duties have a bearing on this policy and in practice, and the School adheres to those duties when applying this policy. This includes ensuring that if a pupil has an Education, Health and Care Plan, the provisions set out in that plan are secured and the School cooperates with the local authority and other bodies if necessary.

As part of meeting these duties, members of staff will, as far as possible, anticipate likely triggers of misbehaviour and put in place support to prevent these.
Illustrative examples of preventative measures include (but are not limited to):

- short, planned movement breaks for a pupil whose SEND means that they find it difficult to sit still for long;
- adjusted seating plans to allow a pupil with visual or hearing impairment to sit in sight of the teacher;
- adjusted uniform requirements for a pupil with sensory issues or who has severe eczema; and
- training for staff in understanding conditions such as autism.

The School will consider whether any reasonable adjustments need to be made to the sanction in response to any disability the pupil may have, and will also consider the underlying causes of behaviour and whether additional support is needed.

The Enhanced Learning Department supports the pastoral care of any pupils with SEND.

4. Sanctions

Records on pupils' behaviour are centrally kept for all levels of sanctions except for verbal warnings. Details of more serious incidents and their associated sanctions are held by the Head of School.

Corporal punishment is illegal and is never used or threatened at our School. However, under certain circumstances the use of restrictive interventions may be required, which may include the use of reasonable force as a last resort. Restrictive interventions will be carried out in accordance with the Positive Handling and Restrictive Interventions Policy.

We do not support parents' use of corporal punishment on their children for misbehaviour that occurs in school. Corporal punishment by parents is a safeguarding issue and will be dealt with under the School's Child Protection and Safeguarding Policy.

5. Rewards

The primary aim of Clifton High School is that every member of the School community feels valued and respected, and that each person is treated fairly. The School's system of rewards is aimed at helping pupils work hard for success by encouraging progress and achievement via a broad range of opportunities to reflect all aspects of School life. It has a hierarchical structure to allow for progression and challenge.

The aim of the School's reward system is to:

- provide an age-appropriate rewards system that is consistently used throughout the School;
- recognise and celebrate pupil's work, progress, commitment to school life and high levels of achievement; and
- promote the positive recognition of success amongst all members of the School community through public celebration and contact with parents.

Merits are awarded for academic achievement, positive behaviour and commitment to the School and can be awarded by any member of staff at the School. They are recorded by members of staff on Talaxy and are monitored by Form Tutors and Heads of Year each week.

On receipt of 50 merits, 100 merits and 150 merits, the Head of Year will complete the certificates for the Bronze, Silver and Gold Awards, and the Deputy Head: Pastoral and the Head of School will sign the Gold Award. These will be presented to the pupils with a gift voucher for the Silver and Gold Award and accompanied by a letter home to parents for the Gold Award. Full details of the rewards system, with examples of pupil conduct can be found in Appendix A: Year 7 - Sixth Form Rewards.

6. Misconduct

Pupils in the Senior School, with increasing maturity, responsibility and independence are expected to act as role models in terms of their conduct and behaviour. Pupils should follow the School's codes and regulations and understand what is expected of them and why sanctions may be imposed for misconduct.

The School follows the following principles in relation to behaviour and misconduct:

- **Codes of conduct rather than rules:** Clifton High School's community of the Council of Governors, staff, parents and pupils adhere to an established routine and code of

conduct in relation to pupils' behaviour, rather than to lists of rules. Education is treated as a partnership.

- **Promotion of excellence:** Clifton High 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.
- **Good manners:** Pupils must treat staff and each other with consideration and good manners and respond positively to the opportunities and demands of school life.
- **Zero-tolerance for abuse, harassment and bullying:** Everyone has a right to feel secure and to be treated with respect; particularly the vulnerable. Abuse, harassment and bullying, in any form, will not be tolerated. The School's zero tolerance approach to child-on-child abuse is further detailed in the Child Protection and Safeguarding Policy, Child-on-Child Abuse Policy and the Anti-bullying Policy.
- **Equal opportunities:** The School is committed to promoting equal opportunities for all, regardless of race, age, sex, religion, belief, sexual orientation, disability and gender reassignment. Clifton High School takes its duties under the Equality Act 2010 seriously and makes reasonable adjustments for pupils with special educational needs/disabilities.
- **High attendance requirements:** Clifton High School pupils are expected to be ready to learn and to participate in school activities. Pupils should attend school and lessons punctually and meet attendance expectations as set out in the Attendance Policy, the School's Terms and Conditions and Pupil Code of Conduct Policy.

The School expects pupils to behave at all times in a manner that reflects the best interests of the whole community.

The School reserves the right to take disciplinary action against pupils who are found to have made malicious accusations, whether against other pupils, staff or other individuals, which might include suspension, exclusion or required removal from the School.

Full details of Misconduct and Sanctions can be found in Appendix B: Misconduct and Sanctions for Years 7 – 13.

7. Sanctions

7.1 Lower-level sanctions

7.1.1 Issuing and recording of Misconduct Marks

Pupils' misdemeanours are recorded as Misconduct Marks on Talaxy and the member of staff informs the pupil why the Misconduct Mark has been issued. Parents are automatically sent an email notification of each Misconduct Mark and are able to view the log and reason on the Parent Portal (Insight).

The Misconduct Mark tally is reset to zero at five points during the academic year: at the end of the Autumn Half Term, End of Autumn Term, Spring Half Term, End of Spring Term and End of Summer Term.

7.1.2 Incomplete work

For pupils who fail to complete classwork or homework, teachers or departments may detain pupils for non-optional 'catch up' sessions during break or lunchtime. The purpose of any catch-up session is to ensure that the pupil does not fall behind with the curriculum.

7.1.3 On Report

Any pupil 'on report' must comply fully with the conditions of the report. Failure to meet targets fully on any school day will result in further sanction. Persistent failure to comply with report conditions will result in a referral to the appropriate member of the Senior Leadership Team for further action.

When a pupil is placed 'on report,' each of their teachers record positive and/or negative comments each day, throughout the period of the report, as appropriate. This alerts the Form Tutor or Head of Year of any problem areas at an early stage, including in relation to classwork /behaviour/homework, and provides an enhanced link between home and school, for the purpose of supporting rapid improvement.

For a pupil on report, each teacher writes a comment at the end of their lesson using Talaxy, and the pupil meets with the Form Tutor or Head of Year to review the comments given.

7.1.4 Detention

Type of detention	Issuer and nature of the detention	Communication with parents and next steps
Level 2 / Level 3 detention	Issued by teachers, Heads of Department and Heads of Year for a Level 2 or Level 3 misconduct. The nature and timing of the detention will be determined by the member of staff issuing it.	Parents notified via Talaxy. Depending on the nature of the incident and detention, this may be followed up with a phone call or email by the teacher issuing the detention.

Level 4 detention	Issued by the Head of School for a Level 4 misconduct. The nature and timing of the detention will be determined by the Head of School.	Parents notified by either the Head of Year, Senior Deputy Head, Pastoral or the Head of School. Depending on the nature of the incident, this will be followed up with either a phone call or email by the child's Head of Year or the Senior Deputy Head, Pastoral. Parents will be informed of the nature of each incident and what can be done to improve behaviour moving forwards. The correspondence will be logged in CPOMS.
Head of Year after school detention	Issued by the Head of Year for pupils accruing five Misconduct Marks within one half term period.	The pupil's tutor or Head of Year will communicate with the pupil and their parents to discuss the nature of each incident and what can be done to improve behaviour moving forwards. The correspondence will be logged in CPOMS. The **Tutor - Parent Meeting Record** (see Appendix D) may be used to support this meeting and identify the necessary next steps with the pupil and parent involved.
Deputy Head after school detention	Issued by Head of Year for pupils accruing a further five Misconduct Marks within the same half term period. The detention will be with the Senior Deputy Head, Pastoral and last for 50 minutes.	A meeting will be held between the pupil, their parents, the tutor and the Head of Year, and a record of this meeting will be logged in CPOMS. The **Tutor - Parent Meeting Record** (see Appendix D) may be used to support this meeting and

		identify the necessary next steps with the pupil and parent involved.

7.1.5 Other action taken as an alternative, or complementary to, other sanctions

The following is not a definitive list, but provides a guide as to alternative action and/or support that the School will consider:

- restorative justice, which enables the pupil to redress the harm that has been done to the other child/children;
- confiscation of personal electronic device;
- removal to another classroom;
- loss of privileges such as membership of clubs, the right to go on visits and membership of school teams. This alerts staff and parents to problem areas, including classwork, homework and behaviour;
- charging parents for any wilful damage caused, which will be levied as a supplementary charge in accordance with the School Terms and Conditions; and
- a pupil may be required to see the Head of School or Deputy Head at any time.

7.2 Higher level sanctions

In rare instances of serious misconduct, where a pupil is found to have committed a serious breach of School discipline (i.e. a Level 4 misconduct, examples of which are set out in Appendix B) or a series of more minor breaches of School discipline which together amount to a serious breach of School discipline (a "**Serious Breach**"), it may be necessary for the School to use a higher-level sanction. The higher-level sanctions that may be used are the following:

- **Internal Exclusion:** The pupil is excluded for a short period (usually for no more than two school days) as a disciplinary sanction or as a neutral act pending the outcome of an investigation. The School will record the sanction on the pupil's file and reserves the right to provide details of it to any new school.
- **External Suspension:** The pupil is suspended from School for a short period (usually no more than ten school days) as a disciplinary sanction or as a neutral act pending the outcome of an investigation. The School will record the sanction on the pupil's file and reserves the right to provide details of it to any new school.
- **Required Removal:** The parents are required to permanently remove their child from the School at the request of the Head of School due to the pupil's conduct, behaviour, attendance or progress, the parent's conduct or behaviour, or because the School is not able to meet the pupil's needs. The School will record the sanction/decision on the pupil's file and reserves the right to provide details of it to any new school.
- **Expulsion:** The pupil is required to leave the School permanently if it is proved that the pupil has committed a serious or repeated breach of School discipline. Expulsion is

reserved for the most serious breaches. The School will record the sanction on the pupil's file and reserves the right to provide details of it to any new school.

Sections 8 and 9 below set out the procedure the School will follow if a pupil is suspected of committing a Serious Breach.

8. Serious breaches of School discipline

If a pupil is suspected of committing a Serious Breach, the Head of Year should be informed immediately, and they will then inform the Deputy Head: Pastoral.

The Deputy Head: Pastoral will consider the seriousness of the allegation, complaint or concern, and what sanction would be likely to be imposed if it is upheld, and therefore the procedure which will be followed. In serious cases, the Deputy Head: Pastoral will discuss the matter with the Head of School.

It is for the School to determine how serious the breach of discipline is, and therefore which part of the disciplinary procedure will be followed. In making this determination the School will act in a reasoned and reasonable manner, including taking into account the context and the pupil's circumstances, including whether the pupil has SEND.

8.1 Form of sanction

If a pupil is suspected of committing a Serious Breach, which if proven could result in:

- detention, the School will follow the procedure set out in section 7.1.4 above, and if appropriate, section 9.1 below;
- the pupil being internally excluded or externally suspended, the School will follow the procedure set out in section 8.2 below; or
- the pupil being permanently removed from the School, either by expulsion or required removal, the School will follow the procedure set out in the Expulsion and Required Removal Policy.

8.2 Internal exclusions and external suspensions

Where, if the allegation, complaint or concern is proven, the likely sanction will be internal exclusion or external suspension, the pupil's parents will be notified about the allegation, complaint or concern by the Deputy Head: Pastoral or the Head of Year, and an investigation will be carried out in accordance with the procedure set out in section 9.2 below.

The parents and the pupil will be invited to a meeting at the School to discuss the matter with the Deputy Head: Pastoral and/or the Head of Year, together with any other members of staff involved (if appropriate). There will always be at least two members of staff present at the meeting.

The Deputy Head: Pastoral and the Head of Year will discuss the findings of the investigation and the outcome of the meeting with the parents, and will then notify the Head of School.

If the investigation supports the allegation, complaint or concern, and following the meeting with the parents, the chosen sanction will be imposed by the Head of School. If the Head of School is absent, the Deputy Head: Pastoral may make a decision to internally exclude a pupil, but only the Head of School may make a decision to externally suspend a pupil.

A letter from the Head of School will be sent to the parents setting out details of the nature and the timing of the sanction. The School reserves the right to choose the days for any exclusion or suspension.

If a pupil is internally excluded or externally suspended, the School will ensure that appropriate work is made available to ensure the exclusion or suspension has no detrimental effect on the pupil's education.

9. Investigating misconduct

9.1 Level 1, 2 and 3 misconduct and a Serious Breach where the likely sanction is detention

It may be appropriate for the School to conduct an investigation into allegations, complaints or concerns relating to lower levels of misconduct, or a Serious Breach where the likely sanction would be detention. Those investigations will usually be conducted by the Head of Year, with support from the Deputy Head: Pastoral if required. On occasion, the School may feel it is necessary to carry out a more thorough investigation for lower-level misconduct, in which case it will follow the procedure set out in section 9.2 below.

9.2 Level 4 serious misconduct

If a pupil is suspected of committing a Serious Breach, an investigation will be carried out in accordance with this section 9.2.

The investigation into the allegation, complaint or concern will be led by the Deputy Head: Pastoral, with support from other members of staff including the Head of Year and the Form Tutor. The purpose of the investigation is to make findings of fact as to what has happened.

All staff involved in the investigation of an allegation of misconduct should ensure that they follow the steps below.

Timing

- All investigations must be carried out as soon as reasonably possible.

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Confiscation and searching

- Mobile phones of the pupils involved will, if appropriate, be removed to avoid discussion of the incident or ongoing repercussions. They will be returned by the end of the day.
- If a pupil is suspected of having something in their possession which they should not, a search will be carried out in accordance with section 13 below and Appendix C.

Interviews

- All pupils directly involved (and pupils with any information relating to the incident) should be interviewed and make a written statement.
- A record of the interview should be made and recorded on CPOMS.
- Questioning should focus on who was involved, what happened, where it happened and when it happened.
- All interviews should (as far as reasonably possible) take place in a private location, for example an office or unoccupied classroom to protect the identity of those providing information. If the allegation is of a sensitive or personal nature, the member of staff carrying out the interviews should be accompanied by an additional member of staff.
- Members of staff with any relevant knowledge of the incident/allegation will also be asked to provide evidence.

CCTV

- If appropriate and available, the Deputy Head: Pastoral will review any CCTV which may have captured the misconduct and will make a record of the review.

Records

- Members of staff involved in the investigation will record any relevant information and upload it to CPOMS.

Parents

- Following the interviews with pupils, parents of all pupils will be informed of the reported incident and their child's involvements (if they have not already been notified) and a meeting will be arranged with the parents of the pupil alleged to have carried out the misconduct in accordance with the procedure set out in section 8.2 above/the Expulsion and Required Removal Policy.

Child protection and safeguarding

If there is a child protection or safeguarding concern, the DSL (or in their absence, a Deputy DSL) will be informed and the School will follow Child Protection and Safeguarding Policy.

Misconduct outside of the School

It will not always be possible for the School to investigate unacceptable behaviour that happens outside of the School. Section 6 of the Expulsion and Required Removal Policy sets out the circumstances in which conduct outside of the School may result in a sanction, and the procedure that will be followed.

10. Allegations of Sexual Harassment or Sexual Violence

There is a **zero-tolerance** approach to sexual violence and sexual harassment at Clifton High School; it is never accepted, and it will not be tolerated. Clifton High School plays a crucial role in preventative education, creating a culture of zero tolerance for sexism, misogyny/misandry, homophobia, biphobia and sexual violence/harassment.

Pupils are encouraged to report anything that makes them feel uncomfortable, no matter how 'small' they feel it may be. Upon receiving a report, staff are trained to provide appropriate reassurance to pupils, assuring them that they have done the right thing in coming forward, and ensuring that they do not feel that their report is an inconvenience to the School.

The School's response will be proportionate, considered, supportive and decided on a case-by-case basis. Sanctions for sexual harassment and violence may include internal exclusion, external suspension; and/or expulsion.

The School has procedures in place to respond to any allegations or concerns relating to a child's safety or wellbeing. Refer to Child Protection and Safeguarding Policy and Child-on-Child Abuse Policy.

11. Criminal investigations

Should it appear that a criminal investigation might be warranted, parents will be invited to School to be with their child while the matter is discussed and any decisions about police involvement are made. The Head of Year and the pupil's tutor will be part of the discussions throughout, to support the pupil.

12. Mobile phones

Pupils must comply with the requirements of the Mobile Phone Policy and the Code of Conduct in relation to mobile phones and other personal electronic devices. Where a pupil breaches the Mobile Phone Policy and/or the Code of Conduct, the School will issue a misconduct mark to the pupil and confiscate their mobile phone or personal electronic device. The device will be kept in the School Office and may be collected by the pupil at the end of the school day.

Where a pupil repeatedly breaches the Mobile Phone Policy or the Pupil Code of Conduct, the School will require a parent to collect the device in person and may prohibit the pupil from bringing the device to school.

Where a device is required as part of a school investigation or in connection with disciplinary action, the School may retain the device for as long as is reasonably necessary. Once the investigation or disciplinary process has concluded, the device will be released for collection by a parent.

13. Searching Pupils

If a member of staff suspects a pupil is in possession of a prohibited item or an item banned by school rules (see Appendix C), they will first ask the pupil to cooperate by voluntarily turning out their pockets or bag. Staff may search a pupil for any item provided the pupil consents.

If the pupil refuses to co-operate, the Head of School (and/or staff authorised by them) may conduct a search of the pupil or their possessions without consent, provided there are reasonable grounds for suspicion.

All searches will be conducted in accordance with the procedures set out in Appendix 4.

14. CCTV

The School operates CCTV on the school site. CCTV is used for a number of purposes, including to monitor and uphold discipline among pupils in line with this policy, and to protect the personal safety of pupils, parents, staff, visitors, volunteers, and members of the public. Refer to the CCTV policy.

CCTV images may be accessed by Head of School and members of the Senior Leadership Team for the following purposes related to pupil behaviour:

- to enable members of the Senior Leadership Team to examine behaviour which may give rise to any reasonable safeguarding concern; and/or
- to assist the School in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian will be informed as part of the School's management of the particular incident.

Appendix A: Rewards for Year 7 - Sixth Form

Level	Merit	Rewards
1	• Good work in lessons • Significant effort for homework • Positive verbal contributions • Display work • Improvement in achievement/engagement • Assessment/examination result • Helpful around the school • Supportive of another pupil • Being an excellent role model to others • Demonstrating leadership skills • Contributing to Open Morning/Evening • Helping the admissions team	• 1-5 Merit points awarded at teacher discretion • Departmental reward systems • **Bronze Certificate at 50 points** Weekly High Scorers Prize (on rotation): • weekly break time hot chocolate and biscuit Year Group Top 10 Termly High Scorers Prize: • Invitation to special events
2	• Accumulation of points • Commitment to School Production • Participation in Music concerts and services • Above and beyond commitment to school sport over 1 term • Regular attendance at four+ extra-curricular activities	• **Silver certificate at 100 points with £5 voucher from Head of Year**
3	• Accumulation of points • Achievement Prize (Year 7 - 10 Assessments) • Progress Prize (Year 7 - 10 Assessments) • Above and beyond commitment to the school over one term	• **Gold certificate at 150 points with £10 voucher from Head of Year and letter home from the Deputy Head: Pastoral**
4	• Staff nomination	• Head Teacher's Award • End of Term Assembly Awards • Rose Day Awards

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Appendix B: Misconduct and Sanctions for Years 7 – 13

Level	Misconduct	Sanction
1	• Lack of equipment • Shouting out • Out of seat without permission • Lack of focus or effort • Poor attitude • Inappropriate comment	• One warning and then Misconduct Mark issued If ongoing: **Form Tutor informed and Daily Report issued on Talaxy**
	• Chewing gum • Eating in the school building or littering • Uniform violation, including: no blazer, trainers, jewellery, make-up, nail varnish etc.	• Situation corrected and Misconduct Mark issued If ongoing: **Form Tutor informed and Daily Report issued on Talaxy**
	• Incomplete or late Homework • Late to lessons for no valid reason • Missed registration • Challenging or argumentative behaviour	• Misconduct Mark issued (teacher may also set a 30-minute lunchtime detention for homework)
	• Having a smart phone, smart watch or smart glasses on the School site (Year 7 only) • Use of a mobile phone, smart watch. Smart glasses or music device (except by Sixth Form)	• Device to be confiscated • Misconduct Mark issued
2	• Any Level 1 misconduct repeated • Swearing amongst peers • Name calling • Persistent argumentative behaviour • Refusal to follow instructions	• Misconduct Mark issued • Pupil may be removed to work in another classroom, with the Head of Department • Form Tutor and Head of Year informed • Level 2 detention If ongoing: **Head of Year Daily Report issued on Talaxy**
3	• Any Level 2 misconduct repeated • Insolence to staff • Deliberate defiance including – walking away from a member of staff, dishonesty or lying to staff • Failure to attend Departmental Detention • Truancy from School	• Head of Year informed • Parents informed • Loss of privileges, for example, representing the School on a fixture, trips • Level 3 detention If ongoing: **Deputy Head Daily Report issued on Talaxy**

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4	**Repeated misconduct** Any Level 3 misconduct repeated. **Behaviour** Persistent disruptive behaviour or serious breaches of the School's Behaviour Policy. **Bullying** Serious or persistent bullying (including cyber bullying). **Violence/ physical behaviour** Physical assault. Fighting. Behaviour which puts the safety of the pupil or others at risk. **Criminal behaviour** Committing a criminal offence. Wilful damage to property, including graffiti and vandalism. Theft or unauthorised possession of any property belonging to the School or another person. Bringing illegal, inappropriate, or dangerous items into School, such as matches/lighters, drugs, weapons, firearms, or pornographic material. **Prohibited items** Possession, use or supply of prohibited items including tobacco, e-cigarettes, snus, drugs or alcohol whether legal or illegal. **Abuse** Verbal abuse (including swearing a member of staff) and threatening behaviour. Any form of abuse or unlawful discrimination on the grounds of a protected characteristic. Abuse of AI, including the manipulation of images of other people. **Sexual misconduct** Sexual abuse, harassment, misconduct or any other inappropriate sexual conduct, including sexting. **Other serious misconduct** Other serious misconduct which actually, or potentially, or indirectly, brings the School into disrepute or damages its reputation.	• Head of Year informed immediately. • Head of Year informs Deputy Head: Pastoral and Head of School. • Parents Informed. • If allegation is proved sanction confirmed from: ○ Level 4 detention (Head of School) ○ Internal Exclusion or External Suspension ○ Required Removal or Expulsion.

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Appendix C: Searching and Confiscation

Under Section 93 Education and Inspections Act 2006 all members of School Staff have legal power to impose reasonable and proportionate disciplinary measures. This enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so. Clifton High School's policy on searching and confiscation utilises the Department for Education (DfE), Searching, screening and confiscation Advice for Schools (July 2022).

1. Prohibited and banned items

1.1 Prohibited items

The following are "prohibited items" under Section 550ZA(3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations 2012:

- knives or weapons;
- alcohol;
- illegal drugs;
- stolen items;
- 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 of; any person (including the pupil);
- any article specified in regulations:
    - tobacco and cigarette papers;
    - fireworks; and
    - pornographic images.

In addition, the School treats "snus" as a prohibited item.

1.2 Banned items

The School has banned items that are reasonably believed to be likely to cause harm or disruption. Pupils must not have these items in their possession on school premises or at any time when they are in the lawful charge and control of the School (for example on an educational visit or trip).

The following items are banned in the Senior School and may be searched for in accordance with paragraph 3 of this Appendix C:

- **Mobile phones and personal internet enabled devices ("devices")**
    - **Pupils in Years 7 and 8:** devices are banned unless prior permission has been granted by the School. If permission has been given, they must be switched off on arrival and handed into the School Office.

- **Pupils in Years 9 - 11:** devices must be switched off on arrival and secured in a School-issued Phone Locker pouch for the duration of the school day. Any use of the device or unlocking the pouch during the school day will result in the device being treated as a banned item.
- **Sixth Form students:** devices may only be used in study periods and breaks, within Sixth Form areas. Any other use during the school day will result in the device being treated as a banned item.

- **Personal electronic devices (other than devices used by Sixth Form students for academic purposes, such as laptops and Chromebooks):** Any use that breaches this Policy and/or the Pupil Code of Conduct will result in the device being treated as a banned item.
- **E-cigarettes.**
- **Correcting fluid, lighters and laser pens.**
- **Any other item** that the School reasonably believes presents a danger to the safety, wellbeing or security of pupils, staff, visitors or property.

2. Searching with consent

Before any search is undertaken the pupil will usually be asked to consent. In seeking consent, the age and maturity of the pupil will be taken into account together with any SEND the pupil may have. Written consent will not be required.

3. Searching without consent

The Head of School and staff authorised by him have a statutory power to search a pupil or their possessions without consent, provided they have reasonable grounds to suspect the pupil is in possession of a prohibited item or any item specifically banned by the school rules.

Searches will be carried out only on school premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on a school trip or off-site educational settings. When pupils travel outside England on a school trip, they will be required as a condition of participating in the trip to confirm their consent in writing to any search that may be considered necessary by an authorised member of staff during the period in which pupils are outside England.

If it is believed that a pupil has a prohibited item or a banned item, the member of staff may carry out a search of:

- outer clothing and / or
- school property (e.g. pupils' lockers or desks) and / or
- personal property (e.g. bag or pencil case).

Searches will be conducted in a manner as to minimise embarrassment or upset. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff. Where a pupil is searched, the searcher and the second member of Staff present will be the same gender as the pupil.

Where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practicable to summon another member of staff, a member of Staff may carry out a search of a pupil of the opposite sex and / or in the absence of a witness.

Where the Head of School or authorised member of Staff find anything which they have reasonable grounds for suspecting is a prohibited item or a banned item, they may seize, retain and dispose of that item in accordance with this Policy.

4. Confiscation

Under the School's legal power to discipline, a member of Staff may confiscate, retain or dispose of a pupil's property as a behaviour sanction, where it is reasonable to do so.

Confiscation of an item may take place following a lawful search, as set out above, or however the item is found if the member of Staff considers it to be harmful or detrimental to school behaviour and pupil code of conduct.

5. Searching electronic devices

An electronic device such as a mobile phone or personal computer may be confiscated in appropriate circumstances in accordance with this policy. If there is good reason to suspect that the device has been, or could be used to cause harm or was in breach of the Pupil Code of Conduct, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any data or files will only be erased, if there is good reason to suspect that the data or files have been used to cause harm, breach of the Pupil Code of Conduct or bring the School into disrepute.

If inappropriate material is found on a personal electronic device, the member of SLT may ask the pupil to delete the material, retain it as evidence of a breach of this policy and Pupil Code of Conduct or criminal offence or hand it over to the Police if the material is of such seriousness that Police involvement is necessary.

If the member of staff suspects there may be an issue with youth produced sexual imagery, the device should be retained, and the DSL must be informed immediately.

6. Disposal of confiscated items

- **A banned item:** such items may, at the discretion of the Head of School or member of SLT taking all the circumstances into account, be returned to its owner, retained or disposed of. In serious cases, the banned item may be handed to the Police for investigation.

  If a member of staff confiscates a mobile phone or personal electronic device, either because it is banned or it has been used in breach of this Policy or the Pupil Code of Conduct, the following protocols apply:
  - The device will be kept in the School Office. It may be collected by the pupil at the end of the school day.
  - Where a pupil repeatedly breaches this Policy or the Pupil Code of Conduct, the School will require a parent to collect the device in person and may prohibit the pupil from bringing the device to school or to school activities.
  - If a device is required as evidence for a school investigation or further formal sanctions, the School may retain it for as long as is reasonably necessary. Once an investigation/further sanction has been concluded, the device will be released for collection by a parent.

- **Alcohol:** alcohol which has been confiscated will be destroyed.

- **Drugs:** controlled drugs will usually be delivered to the Police as soon as possible. In exceptional circumstances and at the discretion of the Head or SLT, the drugs may be destroyed without the involvement of the Police if there is good reason to do so. All relevant circumstances will be considered, and Staff will use their professional judgement to determine whether the items can be safely disposed of. They will not be returned to the pupil.

- **Other substances:** substances which are not believed to be illegal drugs, but which are harmful or detrimental to behaviour (for example "legal highs", tobacco, cigarette papers, e-cigarettes and snus) may be confiscated and destroyed. Where it is not clear whether the substance seized is an illegal drug, it will be treated as though it is illegal and disposed of as above.

- **Knives and weapons** will be handed to the Police.

- **Stolen goods:** stolen items will usually be delivered to the police as soon as possible. However, if, in the opinion of the Head of School or member of SLT, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police. This is likely to apply to items of low value items.

- **Pornographic images:** pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the Police as soon as practicable. Other pornographic images will also be discussed with the DSL. The images may then be passed to children's social care for consideration of any further action. If no action is to be taken by the Local Authority the images will be erased.

- **Articles used to commit an offence or to cause personal injury or damage to property:** such articles may, at the discretion of the Head of School or member of SLT, be delivered to the Police, returned to the owner, retained, or disposed of. Weapons or items which are evidence of an offence: such items will be passed to the Police.

- **Fireworks** will be confiscated and disposed of.

7. Communication with Parents

There is no legal requirement for the School to inform parents before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so. However, the School will inform parents of any search that takes place and provide details of any items that have been found. In appropriate cases we will consult parents on how the School should dispose of certain items.

The School will keep a record of searches carried out on CPOMS and record will include details of the disposal of items confiscated.

Complaints about searching or confiscation will be dealt with through the School's Complaints Procedure. A copy of the procedure is available on the School website and hard copies are available on request.

The School will take reasonable care of any items confiscated from pupils. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for loss or damage to property.

Appendix D: Tutor - Parent Meeting Record

Tutor – Parent Meeting Record

Pupil Name:	Form:
Date of Meeting:	Tutor Initials:

Misconduct Marks Received

1. Choose an item.
2. Choose an item.
3. Choose an item.
4. Choose an item.
5. Choose an item.

Agreed Actions (one may be sufficient, a maximum of three)

- Not to bring chewing gum into school ☐
- To aim to complete homework tasks the evening after they are set ☐
- Arrive at lessons on time ☐
- Request a seat move ☐
- To wear the correct uniform at all times ☐
- Avoid getting involved in off topic discussions in lessons ☐
- ----------
- ----------

Pupil Comment (optional)

Pupil Comment (optional)

Any additional notes

Clifton High School

Version history

Version	Date	Section	Material change	Approval
12.22 v1	02.12.2022	3 7 8 Appendix C	SEND section updated. New section inserted re. searching pupils. New section inserted re. the use of CCTV. New appendix inserted re. searching pupils.	Mr Luke Goodman
09.23 v1	01.09.2023	N/a	No material changes.	Mr Chris Collins
03.24 v1	22.03.2024	8	Section updated to clarify Chair of Governor's involvement.	Mr Chris Collins
05.24 v1	10.05.2024	Appendix C	E-cigarettes added to list of prohibited items.	Mr Chris Collins
09.24 v1	25.09.2024	Appendix B	Amended to reflect change in mobile phone policy and to include abuse of AI as a new form of misconduct.	Mr Chris Collins
09.25 v1	01.09.2025	7.1.4 7.2 8 9 Appendix B Appendix C	Types of detention clarified. Grounds for required removal and expulsion clarified. New section inserted setting out procedure for serious misconduct. Section added and procedure updated. List of Level 1 and 4 misconduct updated. Types of detention clarified List of prohibited items updated to include "snus".	Mr Luke Goodman
03.26 v2	25.03.2026	4 Appx C, Para. 1.2 Paras 2, 3 and 6	Updated re. corporal punishment and the use of restrictive interventions. Updated to include a list of banned items. Procedures updated to refer to banned items.	Mr Luke Goodman

09.26 v1	01.09.2026	12 and Appendix C para 1.2	Updated to reflect School's new mobile phone policy.	Mr Luke Goodman