



Queen Mary's Grammar School

Behaviour and Discipline Policy

Approved by the LGB September 2020

The school has made additions to the Behaviour and Discipline policy in relation to the recent COVID-19 outbreak and subsequent government restrictions and recommendations, these are highlighted in red.

This policy follows the School's legal duties under the 'Equality Act' 2010, in respect of safeguarding and Section 90 and 91 of the 'Education and Inspections Act' 2006. It also includes guidance from the Department of Education document 'Behaviour and Discipline in Schools' January 2016 and 'Exclusions from maintained schools, academies and pupil referral units in England' September 2017, 'Searching, screening and confiscation' January 2018 and 'Sexual violence and sexual harassment between children in schools and colleges' May 2018.

The Principles

The School believes that in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is necessary. All pupils have a right to work in a calm, supportive and purposeful atmosphere, undisturbed by anti-social or disruptive behaviour from others. Any sanctions issued against such behaviour are intended to underline the school's commitment that nothing should hinder the pupils from:

- a) Making good academic progress; and
- b) Achieving personal development in the widest sense.

Queen Mary's Grammar School aims to establish a purposeful and efficient learning environment by:

- Promoting good behaviour and discipline.
- Promoting self-discipline, a proper regard for authority, positive relationships based on mutual respect and self-esteem.
- Treating others with respect.
- Ensuring fairness of treatment for all, allowing teachers to teach and pupils to learn.
- Encouraging consistency of response to both positive and negative behaviour.
- Promoting early intervention.
- Providing a safe environment free from disruption, violence, bullying and any form of harassment.
- Encouraging a positive relationship with parents and carers and to involve them when appropriate in the implementation of the school's policy and procedures.

Roles and Responsibilities

The Governing Body will establish, in consultation with the Headmaster, staff and parents, the policy for the promotion of good behaviour and keep it under review. It will ensure that it is communicated to pupils and parents, is non-discriminatory and the expectations are clear. Governors will support the School in maintaining high standards of behaviour.

The Headmaster, Mr R Langton will be responsible for the implementation of the policy and procedures. Support for staff faced with challenging behaviour is also an important responsibility of the Headmaster.

The day-to-day management of procedures is the responsibility of Mr T Brown, Assistant Headteacher.

Staff, including teachers, associate staff, trainee teachers and volunteers, will be responsible for ensuring that the policy and procedures are followed and are consistently and fairly applied. Mutual support amongst staff in the implementation of the policy is essential, with a particular responsibility falling to Heads of Department (HoD) and Heads of Year (HOY). All staff have a key role in advising the Headmaster on the effectiveness of the policy and

procedures. They also have responsibility, with the support of the Headmaster for creating a high quality learning environment, teaching good behaviour and implementing the agreed policy and procedures consistently.

The Headmaster and staff will ensure that there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality.

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

Prefects are expected to take a lead in setting high standards of behaviour. They are encouraged to take responsibility for maintaining good behaviour around school, particularly at break and lunchtime. They carry the Headmaster's authority in carrying out their duties; receive appropriate advice and support, and their performance as prefects is monitored closely by staff.

Pupils are expected to take responsibility for their own behaviour and are made fully aware of the school policy, procedures and expectations. Pupils also have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported.

Procedures

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

Members of staff will use the '**Positive Behaviour for Lessons at Queen Mary's Grammar School**' document to issue behaviour points to students for the reasons shown in '**Queen Mary's Grammar School SIMs Behaviour Recording**' document. Behaviour points will be monitored by Mrs M Hayden, the Pastoral Support Assistant who will inform HoYs, HoDs and Mr T Brown of students who have accumulated a significant number of behaviour points. Sanctions will be issued in accordance with the '**Queen Mary's Grammar School Behaviour Points Ladder of Sanctions**' document.

In order to ensure a consistent approach to classroom management, staff will follow the protocols listed within the new '**Consistent Classroom Management at Queen Mary's Grammar School**' document. These prerequisites look to promote positive behaviours for learning and aim to remove potential barriers to learning. All of the aforementioned documents listed in bold can be found in **Appendix 3**.

Training

The SLT will ensure that appropriate high quality training on all aspects of behaviour management is provided to support the implementation of the policy. Training will be provided by members of the SLT and in some circumstances, other members of staff.

Training/guidance will be provided for:

- New members of staff as part of their staff induction.
- All staff to inform them of changes to the policy.
- Any member of staff who requires additional help and support in dealing with issues of behaviour and discipline.

The Headmaster will report to the Governing Body on any training which has taken place regarding this policy.

Review

The Headmaster in consultation with Staff will undertake systematic monitoring and conduct regular reviews of the Behaviour Policy and procedures in order to ensure that the operation is effective, fair and consistent. The Headmaster will keep the Governing Body informed.

Acceptable and Unacceptable Behaviour

The School defines acceptable behaviour as that which promotes courtesy, co-operation and consideration from all pupils in terms of their relationships with other pupils, teachers and other school staff and visitors or other people within or outside the school premises.

In the classroom, a proper respect for the teacher, the rest of the group and the subject should inform all behaviour. There should be immediate co-operation with any instructions given by a member of staff. Only one person should speak at a time when work involves the whole class. Pupils will show proper courtesy to any visitor to the classroom; such courtesy includes the requirement for all pupils to stand when an adult enters the room.

The School has identified examples of unacceptable behaviour as that which includes disrespect or failure to follow the instructions of a member of staff. It also includes name-calling, verbal abuse, threatening language or behaviour, intimidation, bullying or harassment, including racist, sexist, religious, cyber and homophobic abuse.

Good behaviour is expected in school, during journeys to and from school, in all extra-curricular activities in or away from school and out of school.

For behaviour outside School, but not on School business, the Headmaster may punish a pupil if there is a clear link between that behaviour and the discipline and well-being of the School community. Such punishment may include temporary or permanent exclusion from the School.

Rewards and Sanctions

The School will promote good and improved behaviour by pupils through a system of recognition and reward. This will include the use of:

- Praise and positive feedback.
- House Points: academic, service and extra curriculum, certificates and prizes.
- Attainment and progress stickers.
- Letters/cards to parents/carers or acknowledgement within the termly newsletter.

The School will review the support available to individual pupils who may be at risk of disaffection and exclusion. Such support may include:

- Informal contact with parents.
- Behaviour/Work Watch.
- Subject Monitoring Report.
- Learning support.
- School or peer mentor support.
- Individual Behaviour Contracts.
- Pastoral Support Programmes (Target Cards).

The School will implement a range of strategies to deal with inappropriate behaviour by pupils. Strategies used will follow the **'Queen Mary's Grammar School Behaviour Points Ladder of Sanctions'** shown in **Appendix 1**. Members of staff can also use their professional judgement and decide to employ other strategies such as:

1. Talking 'privately' with the pupil; a verbal reprimand.
2. Requiring the pupil to complete a reflection sheet.
3. Producing a formal letter of apology.

4. Additional duties or the withdrawal of privileges.
5. Lunchtime detentions (staff should allow reasonable time for the pupil to eat, drink and use the toilet. **Any detentions organised during COVID restrictions must be completed within the concept of bubbles**).
6. Private or school detention.
7. Referral to the relevant Head of Department or Head of Year.
8. Community service, where the pupil will agree to undertake a service to the school; this could include mentoring younger pupils, helping in a sport fixture/coaching, assisting with a school event like open evening/school production.

Guidance for Issuing Detentions

Parental consent is **not** required for detention. Teachers have power to issue a detention to pupils. A school detention is a comparatively serious sanction and will run by a member of the staff. It might be used for:

- Accumulation of a certain number of behaviour points (see Sanction Ladder).
- Disobedience or insolence to a member of staff.
- Abuse of property (schools or another pupils).
- An accumulation of minor offences.

When dealing with the accumulation of minor offences, teachers should only issue a school detention if other sanctions have been tried and proved ineffective. For example, referral to the HOD, break detention, lunchtime detention or setting additional work. Form tutors and HOYs should be informed if a pupil has been punished in this way and will assist the teacher or HOD if required.

It is important that all members of staff are consistent when issuing school detentions to pupils. Any inconsistency between members of staff may lead to pupils/parents questioning the reason for the detention.

The times outside normal school hours when detention can be given include (**During COVID restriction cleaning regimes and bubbles will have an impact on the ability to run certain sessions, such factors will be taken into account when arranging these sanctions**):

- Any school day where the pupil does not have permission to be absent.
- Weekends - except the weekend preceding or following the half term break.
- Non-teaching days such as training days.

Staff should record behaviour points using SIMS and inform the student this has happened; **lesson monitor** will allow this to be done easily when registers are taken.

Saturday and Training day detentions are used as a high level sanction where the level of intervention has been raised to a severe level. These are issued at the discretion of the Headmaster and Assistant Head. **COVID restrictions will be accounted for when issuing such a sanction.**

Staff will not issue a detention where they know that doing so would compromise a child's safety; advice should be taken from the relevant Head of Year or the DSL. Staff issuing the detention should consider the following points:

- Whether the detention is likely to put the pupil at risk.
- Whether suitable travel arrangements can be made by the parent for the pupil.

Parents are informed of school detentions in writing using the School's detention slip so they receive at least 24-hour notice of the after school detention. In some circumstances, Heads of Year may phone parents and inform them of a school detention instead of doing this in writing. Parents are informed of Saturday and Training Day detentions in writing.

Behaviour Issues

The behaviour of the majority of our students is excellent, therefore issues regarding poor behaviour towards other students and members of staff are rare. The School has identified examples of unacceptable behaviour as

that which includes disrespect or failure to follow the instructions of a member of staff. It also includes name-calling, verbal abuse, threatening language or behaviour, intimidation, bullying or harassment, including racist, sexist, religious, cyber and homophobic abuse, abuse of property.

Serious incidents such as violent behaviour, possession of illegal substances, possession of a knife or a weapon, theft, vandalism, and bullying, gross disobedience/lack of respect shown to a member of staff will be referred to the HOY and Mr T Brown immediately who will take appropriate action. Such action may include internal or fixed term exclusions. Of these incidents some may be referred to the Headmaster and the subsequent action may result in a permanent exclusion from the school.

Early Intervention and Monitoring

The School undertakes reviews of the progress and behaviour of individual pupils as appropriate. Staff will record behaviour incidents using Lesson Monitor on the SIMS system and forward these to the relevant Head of Year and Head of Department. Staff members should deal with behaviour incidents themselves and seek help/advice from Heads of Year and Head of Department if required who will take appropriate action. The SIMS system will allow a detailed record of individual's/groups behaviour to be built up over time; this will allow early intervention strategies to be put in place to support individuals and groups.

The School encourages students to take responsibility for their own behaviour and to help them recognise the consequences of inappropriate behaviour. This is done through the work of the Form Tutors with FFP, PSHEE lessons, Year assemblies, full school assemblies, as well as notices in form rooms and corridors. Such matters are also discussed at the School Council.

The School provides appropriate training and support for staff to promote positive, consistent behaviour standards, and is in the process of working towards zero tolerance of poor behaviour in classrooms.

Pupils, parents or carers who consider that a punishment is unfair or inappropriate, are encouraged to contact the Form Tutor, Head of Year, Assistant Headteacher or Headmaster, depending on the seriousness of the punishment. This should be done as soon as possible after the punishment has been issued.

Investigating cases

The School will investigate, as appropriate, reported incidents of pupils' misbehaviour. The school will notify the police and other relevant bodies of incidents where it is appropriate to do so. The school will ensure that appropriate feedback from any investigation undertaken is provided to relevant persons, together with recommendations for action.

Record keeping

The prompt and accurate reporting of incidents is considered particularly important to the effectiveness of the school's Behaviour Policy.

The school maintains accurate records of behaviour incidents using:

- Lesson Monitor on the SIMS system.
- Behaviour/work watch forms.
- Copies of letters.
- Pupil files.
- Individual Behaviour Contracts.
- Pastoral Support Programmes.

Power to Search Pupils

If a member of staff has reasonable grounds for suspecting that a pupil is in possession of a prohibited item, the members of staff has the power to search without consent for prohibited items, including:

- Knives and weapons.
- Alcohol.
- Illegal drugs.
- Stolen items.
- Tobacco and/or smoking paraphernalia.
- Fireworks.
- Pornographic images.
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for.

If a member of staff believes that a search is required, they should first consult a member of the SLT and only conduct a search with a member of the SLT present.

Under common law powers, schools are able to search lockers and desks for any item provided the pupil agrees. If a pupil does not consent to a search, then it is possible to conduct a search without consent but only for the “prohibited items” listed above.

School staff can seize any prohibited item found as a result of a search. They can also seize any item they consider harmful or detrimental to school discipline. Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspects has been, or is likely to be used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police.

Sexual Violence and Sexual Harassment

Sexual violence and sexual harassment can occur between two children of **any age and sex**. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physically and verbally) and are never acceptable.

Reports of sexual violence and sexual harassment are extremely complex to manage. It is essential that victims are protected, offered appropriate support and every effort is made to ensure their education is not disrupted.

When referring to sexual harassment we mean ‘unwanted conduct of a sexual nature’ that can occur online and offline. Sexual harassment is likely to: violate a child’s dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. Whilst not intended to be an exhaustive list, sexual harassment can include:

- Sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names.
- Sexual “jokes” or taunting.
- Physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes and displaying pictures, photos or drawings of a sexual nature.
- Online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.
- Non-consensual sharing of sexual images and videos. (UKCCIS sexting advice provides detailed advice for schools and colleges).

- Sexualised online bullying.
- Unwanted sexual comments and messages, including, on social media; and
- Sexual exploitation, coercion and threats.

Reports of sexual violence and sexual harassment are likely to be complex, requiring difficult professional decisions to be made, often quickly and under pressure. Any incidents will be investigated by the SLT with the DSL/Headmaster taking a leading role, using their professional judgement and being supported by other agencies, such as children's social care and the police as required. The wishes of the victim in terms of how they want to proceed will be taken into account when dealing with any reported incidents. This is especially important in the context of sexual violence and sexual harassment.

Power to Use Reasonable Force

Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others and damaging property. Such use of force must be reasonable and appropriate and only be used as a last resort. Further information can be found in the school's policy on the use of 'Use of Force'.

Isolation of Pupils

The School may place disruptive pupils in an area away from other pupils for a limited period. Pupils can be isolated with Mrs M Hayden or Mr R Drewett (Pastoral Support Assistants) or Mr T Brown (Assistant Headteacher). When the school uses isolation as a disciplinary penalty it should be made clear to the pupils and parents why this sanction has been used. The School will ensure the health and safety of pupils and any requirements in relation to safeguarding and pupil welfare are considered.

It is for Heads of Year, Assistant Headteachers and the Headmaster to decide how long a pupil should be kept in isolation, this will normally be one day or half a day; in exceptional circumstances this may be extended. Mrs M Hayden, Heads of Year or the Assistant Headteachers will determine what pupils may and may not do during the time they are there. The School will ensure that pupils are kept in isolation no longer than is necessary and that their time spent there is used as constructively in order to examine the incident that has led them to that point and how they might change their future behaviour. The School will allow pupils time to eat at break and lunchtime and use the toilet when needed. When a pupil is put in isolation, the school will notify the parents by phone and will also send a letter explaining the circumstances which have resulted in the pupil being isolated.

Exclusion of Pupils

Serious incidents such as violent behaviour, possession of illegal substances (drugs), possession of a knife or a weapon, theft, vandalism, and bullying, gross disobedience/lack of respect shown to a member of staff will be referred to the HOY and M T Brown immediately who will take appropriate action. This may include internal or fixed term exclusions, in serious cases incidents will be referred to the Headmaster which may result in a permanent exclusion from the school.

Only the Headmaster can exclude a pupil and this must be on disciplinary grounds. A pupil may be excluded for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently. A fixed-period exclusion does not have to be for a continuous period. When establishing the facts in relation to an exclusion decision the Headmaster must apply the civil standard of proof; i.e. 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt.' This means that the Headmaster should accept that something happened if it is more likely that it happened than that it did not happen. Further information relating to exclusion procedures can be found within **Appendix 1**.

Reporting to the Governing Body

The Headmaster will report to the Governing Body on any issues relating to the Behaviour and Discipline Policy and its implementation in the school. The Headmaster will ensure that the policy is applied by all members of

staff and may be held to account by the Governing Body if there are any instances when the policy has not been followed/applied consistently to all pupils.

Mobile Phones and other BYODs

Mobile phones and handheld devices can also cause an unnecessary distraction during the working day and are often to be considered intrusive when used in the company of others. For this reason, devices should not be used unless directed by a member of staff whilst on the school site. Devices will be confiscated from pupils and returned at the end of the school day if they are used without the express permission of a member of staff. Repeated failure to follow the school's policy on mobile phones and other BYODs will result in the normal school sanctions being used. Further details can be found the school's policy on E-safety.

School Uniform

Full school uniform is required during the COVID restriction. The uniform is in keeping with the School's traditions and expectations of pupils' appearance and behaviour. A full description of the School's uniform and appearance requirements can be found in **Appendix 2**. Failure to follow the school's uniform regulations will result in the normal school sanctions being applied. In some circumstances the pupil's parents will be contacted and advised to take the pupil away to correct the uniform infringement. **Pupils are required to wear their full sports tracksuit on their games day, the day they have PE and when participating in after school training sessions.**

Pupils in the CCF must dress to Queen's Regulations when in CCF uniform. Failure to follow these requirements will result in the normal school sanctions being applied. Further details can to obtained from the commanding officers of the schools CCF.

COVID-19 Measures

Through the implementation of government measures to reduce the spread of COVID-19 the following steps must be adhered to. Pupils must:

- ensure they follow the 2m social distancing measures wherever possible.
- frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
- clean their hands on arrival to school, before and after eating, and after sneezing or coughing
- be encouraged not to touch their mouth, eyes and nose
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- abide by any one way systems
- use their own stationery and equipment where possible without sharing with others
- inform a member of staff immediately if they feel they have COVID-19 symptoms
- observe hygiene and social distancing standards whilst using public transport to and from school

Consequently, the following behaviours under the current measures are not acceptable. Sanctions will be enforced if it is seen that the measures relating to COVID-19 are deliberately and/or consistently broken. Such sanctions may result in a pupil being excluded on a fixed term basis at least in order to ensure the safety of others and the wider community.

- Failure to comply with the measures listed above
- Crossing into other year group zones
- Shaking hands
- High fiving
- Grabbing, pulling, pushing, jumping on others, i.e. general horse play
- Passing or throwing objects to others
- Spitting
- Shouting or coughing in someone's general direction
- Shouting out loud
- Littering leading to others unnecessarily having to touch items you have come into contact with

- Making light of current situation and being insensitive towards the fact that people have been severely affected by the COVID-19 disease, including people within our school community

Working online and online activity

The remote learning that pupils undertook whilst in lockdown may continue in some forms where a pupil is self-isolating or if there are further local or national lockdowns. All pupils must adhere to the requirements of the 'E-Safety policy' when engaging in their online work remotely. Pupils must ensure they use social media safely and considerately. The school does not have the resources or the jurisdiction to police the internet and pupils use of social media but the school will intervene where there are safeguarding concerns, online abuse or the school name is brought into disrepute. In turn the school will work with pupils, parents and organisations such as CEOP or the police where appropriate where an offence has occurred.

Appendix 1 - Exclusion procedures

The School follows the September 2017 statutory DfE's guidelines: *'Exclusion from maintained schools, Academies and pupil referral units in England'*

Parents will be informed of the decision to exclude a pupil and will be asked to come in to school if possible for them to do so. A letter explaining the exclusion will either be posted to the parents using first class mail or handed to parents when they come in to School. The School will seek parental cooperation at all stages of the process.

The letter will provide the following information:

For fixed term exclusions up to 5 days in any one term:

- The start and end date of the exclusion.
- The reason for the exclusion.
- Information regarding the condition that the pupil should not be in a public place during a fixed term exclusion without reasonable justification.
- Information regarding the setting and marking of work whilst a pupil is excluded.
- Information about how to make representations to the Governing body. The Governing Body must consider any representations made by parents, but they have no power to overturn the decision (and there is no need to call a special meeting).
- Information about who to contact if you think that disability discrimination has occurred.
- Information about a reintegration interview following the exclusion if needed.
- Information about your child's school record.
- A link to the Department for Education website.

Contact details for:

- Peter Woodfield at Walsall Children's Services who can provide advice.
- SEND.
- Coram Children's Legal Centre.
- Walsall Information Advice and Support Service.

Who will be informed?

The Local Authority, the Chair of Governors and the clerk to the Governors. The Local Authority will be informed by means of the Notification of Permanent/Fixed term exclusion form.

For exclusions of more than 5 school days up to and including 15 school days in a term.

In addition to the above information details will be given for alternative educational provision for the sixth day up until the fifteenth day of the exclusion. If this is not known at the time of writing the parents will be notified of this as soon as possible.

The parents of a pupil who is excluded for more than 5 school days and up to 15 school days in one term have the right to ask for a meeting, which must be convened within 50 school days, to consider whether to reinstate (or to mark the school record as probably the exclusion will have been completed). If no request is made there is no duty to hold a meeting or to overturn the decision. Parents may be accompanied to a meeting by a friend or an interpreter and special access arrangements will be made if parents have a disability.

Details of reintegration will also be included in the letter. This is designed to facilitate a smooth return to normal School life.

Exclusions over 15 days in a term or a Permanent Exclusion

The Governing Body must convene meeting within 15 school days of receiving notice (irrespective of parents asking for one) to consider whether to reinstate.

Public Examinations

If an exclusion (of any length) means a pupil will miss a public exam, the Governing Body must convene a meeting within 15 school days, and if possible before the date of the exam. If this is not practical, the Chair of Governors may consider reinstatement independently.

Appendix 2

School Uniform

Our uniform is in keeping with the School's traditions and expectations of pupils' appearance and behaviour. Queen Mary's Grammar School believes that pride in personal appearance promotes a professional and academic outlook on studying. **During the COVID restrictions any face masks worn in school must be plain, i.e. no logos, images, etc.**

Boys' Uniform Regulations

Hair

Pupils must maintain high standards of appearance. Hair must be worn in a simple style and extreme styles or colours are not considered appropriate. Beards are permitted for those who choose to grow a beard for religious convictions. Permission must be sought in all cases in advance by written request to the Headmaster. The final decision as to whether students' appearance is appropriate or not rests with the Headmaster.

UNIFORM REQUIREMENTS - Years 7-11

Item	Requirements
School blazer with badge	QMGs Evolution Blazer
School tie	QMGs School tie
Trousers – grey	Trutex flat front trousers
Pullover – grey, badged	QMGs badged pullover
School Scarf	Optional
Shirt	White
Socks	Plain medium grey
Coat	Black or dark blue single colour no stripes or logos and of sufficient length to cover the blazer
Shoes	Black polished leather centre lacing/slip on. No boots
Turbans/head covering	Colour must be consistent with school uniform

UNIFORM REQUIREMENTS - Sixth Form Boys

As per the table for Years 7-11, but boys in the Sixth Form may wear:

- Pastel coloured shirts.
- QMGs Sixth Form crested tie (green).
- Brown shoes.
- Navy blue QMGs pullover.

UNIFORM REQUIREMENTS - Sixth Form Girls

Item	Requirements
School blazer with badge	QMGs Girls styled Evolution Blazer
School tie	QMGs Sixth Form crested tie (green)
Skirts/trousers	Skirts should be navy blue A-line, straight or pleated and must be knee length. Trousers must be navy blue and tailored. They must have a hem and must not be wide or narrow bottom.
Pullover	QMGs badged pullover (navy)
Blouse	Plain white or pastel colours
Tights	Must be navy or natural shade (plain no patterns)
Coat	Black or dark blue single colour no stripes or logos and of sufficient length to cover the blazer
Shoes	Black or brown, conventional style flat heeled shoes including suede or nubuck. Boots, pumps or high heels not permitted

Hair

Pupils must maintain high standards of appearance. Hair must be worn in a simple style and extreme styles or colours are not considered appropriate. Pupils who wish to cover their hair should do so in a colour consistent with school uniform. Minimal, natural looking make-up, may be worn. Girls may have painted nails, all of one colour. The final decision as to whether students' appearance is appropriate or not rests with the Headmaster.

Non-Uniform Days

On non-uniform days, students are expected to wear sensible clothing suggesting a serious approach to their studies. Even though students are permitted to wear clothes of their own choosing, the Uniform Policy for jewellery, hair and makeup will still be adhered to.

Jewellery

Jewellery should be kept to a minimum. Students may wear the following:

- One bracelet, Sikhs may wear a Kara bangle
- A necklace, to be worn under the shirt/blouse
- One ring
- Girls may wear a pair of stud style earrings

Piercings

Girls may have one set of piercings in their ears. All other piercings are not allowed, including any additional piercings through ears, nose, lip, tongue, eyebrow etc. Should any student be found with such piercings, they will be expected to remove the piercing immediately.

Sports Kit

Our sports kit is in keeping with our high expectations of appearance, performance and behaviour of our pupils. The uniform is supplied by Samurai Sportswear. You can only buy this through the School (and directly from Samurai). The sports kit is high quality and built to stand the rigours of sport. Other sports wear kit outside of the school range is not allowed.

Help with School Uniform

We understand that starting a new school is a hugely rewarding experience but can be an expensive time for parents. If your child is eligible for free school meals we can provide assistance with the cost. If your child is not eligible for free school meals, but has been eligible for pupil premium support, at their previous school, we may also be able to provide some assistance in the form of a contribution towards the cost, but you will have to apply for assistance and provide evidence of income to receive support.

If this is not the case, we may be able, in very limited cases, to contribute towards some of the cost. Please contact the School for details.



Positive Behaviour for Lessons at Queen Mary's Grammar School

Arrive on time in the correct uniform.

Bags should be left in your lockers and not brought into the classroom.

Ensure you have the correct equipment/materials for the lesson.

Listen in silence and pay attention to the teacher.

If you wish to speak, put up your hand and wait silently until asked to contribute.

Show consideration to all students and staff in both manner and choice of words.

When told, pack away and wait in your place to be dismissed.

DO YOUR PERSONAL BEST AT ALL TIMES AND ALLOW OTHERS TO DO THE SAME

Appendix 3

Queen Mary's Grammar School

SIMs Behaviour Recording



Every classroom will display a copy of **Positive Behaviour for Lessons.**

If a pupil does not adhere to any of these expectations, use the SIMs right click menu (on your class register) for behaviour management which will give you the following choices:

1. Late to lesson (without a good reason)
 2. Incorrect uniform
 3. Bag brought into classroom
 4. Not equipped for lesson
 5. Disruptive behaviour (shouting out/talking)
 6. Homework issue
 7. Inadequate work in class
 8. Rudeness
 9. Failure to attend meeting/event; this includes mentoring, sports fixture/training, music lessons.
 10. Chewing/eating in lesson
- Issues which are typically outside of these classroom management points above such as those in the corridor or those which may be of a higher level should be passed to the relevant HOY and/or Mrs M Hayden/Mr R Drewett.
 - If the student needs to be removed from the lesson, contact the office who will inform Mrs M Hayden, Mr R Drewett or Mr T Brown immediately.



Consistent Classroom Management at Queen Mary's Grammar School

Consistently implementing, as a body of staff the same classroom management expectations will enable the pupils to quickly settle to work and allow for a more effective learning environment.

- **All teachers will greet pupils at the door as they enter.**
- **Pupils will enter the room in silence and stand behind their places.**
- **The teacher will invite the pupils to be seated once they are satisfied that all pupils are in the correct frame of mind to learn effectively.**
- **All pupils will adhere to the 'Positive Behaviour for Lessons' guidelines.**
- **Pupils will stand behind their places in silence at the very end of the lesson and wait to be dismissed.**



Queen Mary's Grammar School Behaviour Points Ladder of Sanctions

Stage 1	<ul style="list-style-type: none"> • Form tutor informed • Stage 1 letter sent to parents by HOY • After school detention issued by Mrs M Hayden/HOY • Student placed on a 1 week Form tutor report
Stage 2	<ul style="list-style-type: none"> • Stage 2 letter sent to parents by HOY • After school detention issued by Mrs M Hayden/HOY • Student placed on a 2-week HOY report • Removal of privileges and other sanctions in line with performance whilst on HOY report.
Stage 3	<ul style="list-style-type: none"> • Stage 3 letter sent to parents by Mr T Brown • Saturday Detention issued by Mr T Brown • Student placed on a 2 week SLT report • Parents contacted to discuss concerns
Stage 4	<ul style="list-style-type: none"> • Parents to be called in for a meeting with HOY and Mr T Brown • Saturday Detention issued by Mr T Brown • Behaviour support strategies to be identified and implemented
Stage 5	<ul style="list-style-type: none"> • Parents to be informed by Mr T Brown • Meeting with HOY, Mr T Brown and Headmaster • Behaviour contractor to be established

The point at which a pupil will enter into a specific stage will be decided upon by the Head of Year and Mr T Brown. Progression through the stages will relate to the individual circumstances of said pupil in accordance with the relative data. This will allow the school to respond to the individual needs of the pupils as oppose to following a one size fits all process.

Serious incidents such as violent behaviour, theft, vandalism, and bullying, gross disobedience/lack of respect shown to a member of staff will be referred to the HOY and Mr T Brown immediately who will take appropriate action. This may include internal or fixed term exclusions, in serious cases, incidents will be referred to the Headmaster which may result in a permanent exclusion from the school.