

# THE DERBY HIGH SCHOOL

September 2020



## Whole School Behaviour Expectations and Consequences

**Excellence, Tradition and  
Imagination**

These expectations and consequences are not exhaustive, but aim to provide a workable framework for everyone. Things are different as we start this year but we still have high expectations.

A positive community requires clear expectations and consequences which keep everyone safe and ensures that a high quality education can be successfully provided.

The school aims to balance clear expectations with a wide range of opportunities for all students.

**Please refer to the school website for the  
Code of Conduct & Disciplinary policy**

**[www.thederbyhighschool.co.uk](http://www.thederbyhighschool.co.uk)**

# **Foreword**

## **A Derby High Student**

Will have a clear understanding of the expectations of our community.

Students should demonstrate the 7 Rs in their behaviour throughout the school, when representing the school on trips and visits and on their journey to and from school each day.

This document provides a guide for all staff, pupils and parents/carers.

Good behaviour is an essential element for the success of our community.

**Excellence, Tradition and Imagination**

# The 7Rs

## **R**ESPECTFUL

Show respect, tolerance and understanding of each other, property, the school building. Respect the wishes of others.

## **R**EASONABLE

Be calm, listen to and understand the views and feelings of others.

## **R**ESPONSIBLE

Acting with common sense. Have an awareness of how your actions and choices impact on others.

## **R**EADY

Be where you should be, when you should be there, with what you need to have with you. Be ready to learn, achieve and progress.

## **R**ESOURCEFUL

Being committed to make yourself the best you can be. Be ambitious.

## **R**ESILIENT

Enjoy a challenge and never give up even when situations get difficult. Keep trying. Think positive, be positive.

## **R**IGHT IMPRESSION

Give the right impression about yourself to others by how you dress. Be proud of yourself and our school.

## **Excellence, Tradition and Imagination**

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# Caring for all

Since the start of lockdown many of us will have experienced life changing events. Sadly, some in our community will have lost people to the virus. This will mean that we will not all be returning as the same people we were when we left. Therefore, it is so important that we do our best to look after ourselves and others.

## You Should

- Seek support from the school if you need it
- Be sensitive and kind to your peers and encourage them to seek support if they need it
- Be sensitive and kind to all staff including the non-teaching staff, office staff, cleaners, and caretakers
- Be sensitive and kind to people you encounter on the way to and from school – they could well be experiencing difficulties

## **P** The Positive Consequences will be:

- Your kindness could make all the difference to an individual
- An awareness of the importance of your role as a member of the school community

## **N** The Negative Consequences are:

- People must suffer in silence
- Older and more vulnerable members of the public might be frightened by groups of young people not following social distancing rules as they travel to and from school

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# Journeying to and from school

The advice for all of us is to avoid public transport if possible and to wear a face covering if you have to use public transport. Unless there is a known medical reason then parent/carer vehicles will not be allowed on to the site at the start or end of your school day. The main drive will also have restrictions in place so can only be used at certain times.

## You Should

- Avoid using public transport if at all possible
- Avoid arriving ahead of the time given for your year group
- Wear a face covering if you have to use public transport
- Never hang around at the top of the drive or on the back path
- On arrival move sensibly to the area where you have been told to line up
- Follow instructions from staff at all times
- Follow any directions as painted on the ground once in school

## P The Positive Consequences will be:

- You will be doing your bit to keep your family and community safe
- Members of the public will recognise the fact that students from The Derby High school are behaving responsibly

## N The Negative Consequences are:

- You may unwittingly contribute to the spread of the virus
- You are likely to face sanctions from the school

**Excellence, Tradition and Imagination**

# Arriving on site

We have had to make changes to what you would normally do when you arrive at school. Students stay in year group bubbles and year groups have been allocated different entry points to the building.

## You Should

- Never enter the building unless instructed to do so
- Go to the area you have been assigned to
- Stand as indicated on the floor markings
- On day one follow the instructions regarding the order in which we expect you to stand
- Stand in this assigned position on all subsequent days
- Report to the front of school reception if you arrive more than 15 minutes after your official start time

## P The Positive Consequences will be:

- You can keep yourself, your peers and the staff safe
- We can ensure we have an accurate record of who has arrived (This is particularly important in the event of fire)

## N The Negative Consequences are:

- You may unwittingly contribute to spread of the virus
- You will face sanctions from the school

**Excellence, Tradition and Imagination**

# Entering the building

Just like the new system for coming on site we have also had to adapt how you enter the building.

## You Should

- Never enter the building unless instructed to do so
- Ensure that you stand where you have been assigned to stand on day one.
- Enter the building once you have been instructed to by the member of staff at your door.
- Sanitise your hands at your room
- Sit in the seat assigned to you
- Stay in your seat

## **P** The Positive Consequences will be:

- You can keep yourself, your peers and the staff safe
- You will have done as much as you can to prevent the spread of the virus
- You will allow staff to get on with delivering high quality learning in a safe environment

## **N** The Negative Consequences are:

- You may unwittingly contribute to spread of the virus
- You are likely to face sanctions from the school

**Excellence, Tradition and Imagination**

# Visitors

**It is important that any visitor to The Derby High School feels welcomed into our community. Visitors should see an orderly, tidy and stimulating environment.**

## **You Should**

- Show politeness to everyone
- Open doors for visitors
- Be helpful
- Ensure that visitors leave with a positive impression of the school.
- Present a smart image

## **P The Positive Consequences will be:**

- An excellent reputation within our community.
- Visitors will take away with them a positive image of our school
- Visitors may decide to support activities through sponsorship or through giving of their time or advice

## **N The Negative Consequences are:**

- The school gains a poor reputation
- Students gain a negative image within the community

**Excellence, Tradition and Imagination**

# Attendance

**Good attendance and punctuality at school are an excellent preparation for life. The Derby High School is proud of its very good record of attendance. In order to reach your full potential, it is very important that you attend every day.**

**The Form Tutor will take a leading role supported by the Head of Year**

## **You Should**

- Be in school every day
- Ask your parent/carer to phone school by 08:45 hours if you are too ill to attend
- Bring a letter from home on your return to school following any absence
- Catch up on any work missed due to absence
- Ask for support if you need it

## **P The Positive Consequences will be:**

- You should achieve your potential
- Certificates
- Form Trophy/individual trophy
- Excellent references for good attendance
- Your report will show a good attendance record

## **N The Negative Consequences are:**

- Your education will suffer
- Your home will be contacted via a letter signed by your Head of Year
- Your Head of Year, together with the School Attendance Officer, will monitor your attendance
- You will have an interview to discuss how you are going to improve  
(School Attendance Officer)
- Your parents/carers will be asked to meet with the Governors' attendance panel
- Warning letters will be sent to your home
- Your parents/carers may be prosecuted

**Excellence, Tradition and Imagination**

# Punctuality

**Arriving on time is an essential preparation for life. Being punctual shows that you are mature and responsible and that you value your education.**

## **You Should**

- Arrive on time to school- at the time given for your year group
- Not ask to leave lessons unless in an absolute emergency
- Never be late to lesson after a break or lunchtime

## **P The Positive Consequences will be:**

- No delay for your form entering the building
- No disruption to classes or to your learning
- Excellent reference for good punctuality
- Good lifelong habits established
- Your report will show a good punctuality record

## **N The Negative Consequences are:**

- Loss of quality teaching time
- The interruption of the education of other students
- Interviews with Head of Year and School Attendance Officer could take place
- Our School Attendance Officer may visit your home to discuss the problem
- Detentions for poor punctuality

**Excellence, Tradition and Imagination**

# A.M 'R Time'

**Registration is a legal requirement and it is the duty of all students to arrive promptly to the yard or courts. During registration, important notices and information are distributed to the form.**

## **You Should**

- Line up as indicated on the yard or courts
- Enter your room sensibly and quietly
- Sit quietly in your allocated seat
- Place your 7 pieces of equipment on your desk
- Be silent during the taking of the register
- Listen carefully to all notices
- Record important messages in your student planner

## **P The Positive Consequences will be:**

- The form atmosphere will be pleasant and friendly
- Legal records kept accurately especially important in the event of fire

## **N The Negative Consequences are:**

- You will miss important events and notices
- You could be removed from your form to spend time isolated by your Head of Year

**Excellence, Tradition and Imagination**

# Uniform

The Derby High school is a place of work and you should look smart and business like at all times. Students are representing the school whenever they are out in the community, on the buses or walking along the streets; your image reflects the school that you belong to.

## You Should

- Always present a neat and tidy appearance
- Always wear full uniform with no additions
- Wear the correct P.E kit to school on the days when you have P.E or yr 10/11 dance
- Not wear any jewellery except a wrist watch (Earrings- if worn can only be worn as described in the uniform code)
- Always wear black leather, leather-like shoes and certainly not trainers or canvas footwear (unless you have PE/Yr10/Yr11 Dance)
- Not wear make-up that is visible or that includes bright colours
- Skirts/Trousers should be worn as described in the uniform code
- Avoid extreme hairstyles or unnatural colourings (see Code of Conduct for more details)
- No nail varnish/gel or false nails

## **P** The Positive Consequences will be:

- You will give the right impression
- You will be part of a school community that puts forward a positive image
- You will help to build a good reputation for yourself and the school
- You will be prepared for the world of work, where a dress code may well be required

## **N** The Negative Consequences are:

- Jewellery will be confiscated  
*(Pupils responsible for collection)*  
*(All teachers)*
- You could receive a detention  
*(Form Tutor, (Head of Year)*
- Your parents/carers will be informed by letter *(Head of Year)*
- You may be placed in isolation for extreme violation *(Head of Year or Senior Manager)*
- You will be given wipes/remover to remove make-up/nails

**Excellence, Tradition and Imagination**

# Mobile phones

**Unlike a number of schools, we at the Derby allow students to carry mobile phones.**

## **You Should**

- Make sure phones are in your bag and out of sight in lessons and on corridors
- Make sure phones are switched off
- Hand over your phone without argument if a member of staff asks you to
- Make sure that you only use your phone outside the building or in a supervised area at break lunch i.e. where a teacher is on duty –but not in corridors or classrooms
- Never use your phone to record sound, pictures or videos in school
- Never use your phone to 'live stream' on any app or social media site while on school premises
- Never phone or message a parent, carer if you feel unwell/ always report to the school office

## **P The Positive Consequences will be:**

- Everyone will continue to be allowed to have a mobile phone in school if they wish to bring one
- Student privacy will be safeguarded
- Students are able to use their phones to and from school if needed

## **N The Negative Consequences are:**

- You will lose the right to have your mobile phone in school for an extended period of time-6 week ban for those who don't follow the expectations (longer ban for repeated infringements)
- The school may review this policy and decide to completely ban mobile phones in school

## **Excellence, Tradition and Imagination**

**It is the responsibility of all staff to monitor the use of mobile phones and to make sure that students do not abuse their privilege.**

# Lessons

**Lessons are the most important time of the school day. It is vital for your future that you receive as good an education as possible.**

## IT IS YOUR FUTURE

### You Should

- Keep your planner and equipment on the desk
- Work hard in every lesson and maintain an ATL 3 or higher
- Sit in the place decided by your teacher using his/her seating plan
- Maintain a positive attitude and the necessary material to every lesson
- Follow instructions and requests
- Listen carefully at appropriate times
- Never interfere with the learning of other pupils
- Respect each other, your learning environment and all resources
- Always treat others as you would wish to be treated
- Complete all work to the best of your ability
- Separate work from leisure

### **P** The Positive Consequences will be:

- You will receive a good education
- Lessons will not be disturbed for other students
- Your progress and exam results will be as good as possible
- You will receive good reports, reward points and references

### **N** The Negative Consequences are:

- You stop other students from learning
- You spoil your own chances of receiving a good education
- You may receive detentions including Headteacher detentions  
*(Subject teacher)*
- Your subject teacher will use a variety of strategies and sanctions to improve your behaviour
- Your parents/carers will be informed  
*(subject teacher or Head of Dept)*
- You and your parent/carer may need to attend a meeting.  
*(Head of Dept or Head of Year)*
- Continued serious disruption may lead to an exclusion from school
- Your parents/carers will be called into school and the L.A and Governors will be told exactly what you have done

## Excellence, Tradition and Imagination

**The Subject/Classroom Teacher is to take a leading role supported by the Head of Department**

# Reflect Rooms

Each year group has a Reflect room and students can be placed in these if they need to be sanctioned.

## You Should

- Reflect on your behaviour and how you can avoid behaving badly again
- Follow the instructions given if you are placed in a reflect room
- Complete all the work set
- Attend all detentions as soon as possible after they have been given to you

## N The Negative Consequences are:

- A poor record on your school reports
- You will lose part of your lunchtime
- You will have disrupted your own and others education
- Parents/carers will be informed of your poor behaviour (*Subject Teacher letters*)
- A very poor record will mean an interview with a senior member of staff to explain your behaviour.  
(*Head of Year & Senior Manager*)
- Parents/carers will be asked into school (*Head of Year*)
- Fixed term exclusions may be given  
(*Headteacher through Senior Manager*)

## Excellence, Tradition and Imagination

Removal from lessons to be placed in a Reflect Room due to poor behaviour is a serious sanction and may be employed by staff once other sanctions have been used or in very serious circumstances.

# Movement

**The Derby High is a growing community with over 950 students. Movement is restricted this year but it is still vitally important that we behave sensibly on those occasions when we need to move in the building.  
Please follow these rules carefully.**

## **You Should**

- Walk NOT RUN
- Enter your room as soon as it becomes available
- Consider others and avoid pushing or jostling
- Move quietly without raising your voice
- Not move outside of your year group zone unless instructed to do so by a member of staff

## **P The Positive Consequences will be:**

- Everyone will feel safe when moving around the school
- The school will continue to be safe for everyone
- A quieter, more peaceful environment

## **N The Negative Consequences are:**

- You may be punished for your poor behaviour
- An accident could occur

## **Excellence, Tradition and Imagination**

**It is the responsibility of all staff to monitor and supervise on a daily basis pupil movement. Prompt arrival at and orderly dismissal from lessons is an essential part of this process.**

# Toilets

**The toilets are obviously for communal use and should be respected and treated properly.**

## **You Should**

- Use the allocated toilets at break and lunchtimes not during lessons.  
(Except in an absolute emergency)
- Ensure that the sinks are kept clean
- Use the toilet paper carefully and for its intended purposes
- Close the toilet seat before flushing
- Never stand around talking or eating in toilet areas
- Never loiter at anytime in this area
- Never smoke or vape on school premises
- Never graffiti on walls or school property
- Always be responsible enough to report issues to staff

## **P The Positive Consequences will be:**

- The toilets will be clean and hygienic areas for all
- There will be no disruption to your lessons

## **N The Negative Consequences are:**

- The toilet areas will be unpleasant and unhygienic to use
- Individuals may not be allowed into toilet areas except at supervised times (*subject teachers & duty staff*)
- Your parent/carer will be contacted to inform them of your poor behaviour and a sanction set  
(*Member of staff witnessing the misdemeanour would inform parent/carer, e.g. poor behaviour during lunch in the toilets could result in the loss of lunch privileges for a number of days*).

## **Excellence, Tradition and Imagination**

**All staff should endeavour to check toilet areas whenever possible. Duty staff should arrive before the pupils and monitor their behaviour. Caretaking staff should respond quickly to any reported problems.**

# Assemblies

**Assemblies are a time for us to come together as a community, to reflect quietly on issues that concern us, to celebrate our achievements and to consider how we might improve.**

## You Should

- Enter and leave the assembly area quietly and as instructed
- Be smartly dressed in your uniform/PE kit
- Sit with your own form group as instructed
- Place your bags on the floor under your chair
- Show respect to each other and the person(s) leading the assembly
- Listen carefully and in silence
- Leave the assembly via the appropriate doors as directed.

## **P** The Positive Consequences will be:

- An awareness of the importance of your role as a member of the school community
- You will be well informed about the life of the school
- You will be able to celebrate the achievements and success of your fellow students
- A pride in your year group and a strong sense of belonging

## **N** The Negative Consequences are:

- You will be removed from your form group's seating area  
*(Form Tutor)*
- You will meet with the person taking the assembly to apologise immediately afterwards  
*(Sent by member of staff observing rudeness)*
- You may receive an after school detention

## Excellence, Tradition and Imagination

**The Head of Year should take a leading role in any assembly involving their year group. They should be supported in this by their Form Tutors. Assistant Headteacher(s) will attend appropriate assemblies.**

# Bullying

The Derby High School wishes to create a community where bullying of any type is not tolerated. We believe that ALL INDIVIDUALS have the right to feel safe and free from threatening behaviour. All staff will deal promptly with any situations or incidents that may arise

## You Should

- Always treat every individual with respect
- Never spread rumours, lies or call other pupils names
- Never make anybody feel uncomfortable or upset
- Never threaten or hit any other student
- Never pick on anybody for their race, religion, gender, or for any other perceived difference or individual characteristic
- Always tell someone if you are being bullied
- Use the peer mentors and the regular bullying surveys to report concerns

## P The Positive Consequences will be:

- Everyone will feel safe
- Students will be able to learn free from criticism
- The Derby High will be a harmonious community that celebrates each individual for their uniqueness

## N The Negative Consequences are:

- You will be spoken to about your behaviour and told to stop immediately. *(Subject Teacher or Form Tutor)*
- The incident will be recorded. *(monitored by Form Tutor and Head of Year-, accessible to all staff).*
- If the bullying continues you will be punished for your behaviour and your parents/carers contacted *(Form tutor)*
- Should you continue with this behaviour then serious sanctions will be enforced. You may be excluded from school for a fixed term *(Assistant Head/Headteacher)*
- If persistent, physical or severe psychological violence is involved, then your place in our community will be seriously question. *(Head of Year liaising with Senior Managers)*

## Excellence, Tradition and Imagination

Name calling and 'low level' bullying could be dealt with and recorded by the subject teacher and the Form Tutor informed but staff must always look for patterns of incidents when dealing with what appears to be a 'one off' incident. For more serious incidents or persistent problems, the Head of Year should be involved.

# Behaviour

Students at The Derby High are always expected to behave sensibly and safely at all times . This expectation is no different now, but the consequences may be more immediate and more severe.

## You Should

- Work hard to follow all the expectations contained in this document.
- Follow all instructions without question
- Stay on site at all times
- Never 'mess about' in relation to the seriousness of the virus
- Never deliberately cough, spit or sneeze at someone or on their belongings
- Never 'play fight' or come in physical contact with other students

## **P** The Positive Consequences will be:

- Parents/carers will know that students are safe
- You can keep yourself, your family and others safe
- You will have done as much as you can to prevent the spread of the virus

## **N** The Negative Consequences are:

- You will face sanctions from the school which will mean that you are not allowed to return
- In the most extreme cases we also would report deliberate coughing, spitting to the Police

## Excellence, Tradition and Imagination

Students, parents/carers should also read the Code of Conduct document

# Behaviour / Break / Lunch

**Students at The Derby High are expected to behave sensibly and safely at all times including during break and lunchtime**

## **You Should**

- Be respectful of the fact that lessons are taking place during your break/lunch
- Stay on site at all times and with your year group
- Keep away from the boundary fences
- Not go past any boundary indicated by staff
- Not speak to outsiders
- Avoid spoiling others' games,
- Not 'play fight' or become aggressive to other students
- Listen to and follow the instructions of all adults
- Never sell or buy goods in school (i.e. sweets, drinks, games, phones etc)

## **P The Positive Consequences will be:**

- Parents/carers will know that students are safely supervised at these times
- Everyone will have well earned and enjoyable breaks during the day
- Students will be able to socialise with their friends in their year group in a friendly environment
- Staff will be able to carry out their duties effectively
- Students will be able to work more efficiently in lessons having had a refreshing break

## **N The Negative Consequences are:**

- You will be banned from going to certain areas if you cause problems for other pupils
- You will lose your break or lunchtime and be placed in a Reflect room
- Aggression could lead to detentions or fixed term exclusions
- People found selling or in possession of large amounts of goods will be given litter picking duties-goods will not be returned

## **Excellence, Tradition and Imagination**

**The main responsibility will be shared between the duty team, lunchtime supervisors and any other major incidents should be dealt with by the Head of Year. Other incidents should be dealt with by duty team staff themselves.**

# Dining Areas

**Our kitchen staff work very hard to produce hot food and snacks for the whole school. It is essential that all students value this service and the staff who provide it.**

## **You Should**

- Queue quietly and sensibly
- Sit at the tables to eat
- Make sure that rubbish is not left around the tables
- Follow the instructions of all adults on duty

## **P The Positive Consequences will be:**

- Canteen staff will be able to serve efficiently
- A pleasant and civilised atmosphere
- You can sit with your friends

## **N The Negative Consequences are:**

- Your lunchtime may be delayed (*Lunchtime supervisors and Duty team*)
- You will not be allowed to eat with your friends  
(*Duty team*)
- In extreme cases you may be banned from having lunch with your year group

## **Excellence, Tradition and Imagination**

**The main responsibility for supervision of behaviour at these times lies with the lunchtime supervisors and duty team. These teams will be supported by senior staff undertaking duties.**

# Litter

**Everyone at The Derby High School should help to create a litter-free zone. The school should be an environment which reflects our pride in the school grounds. Remember, we have the best playing fields in the whole of Bury and we should look after them.**

## **You Should**

- Put all your litter in the bins provided (whether you are indoors or outdoors)
- Never leave any litter in the classrooms
- Be careful not to knock over any bins of rubbish.
- Report over-full bins to the caretakers

## **P The Positive Consequences will be:**

- Classrooms will be pleasant places in which to sit and work
- Our environment will remain clean and tidy
- Our caretakers will not waste time collecting litter when they could be improving or repairing our facilities
- Visitors will be able to see the respect and pride that we all take in our school

## **N The Negative Consequences are:**

- Our classrooms will be unpleasant and dirty
- The school will look untidy and it will appear that we have no respect for ourselves or for our school
- People found dropping litter will be given litter picking duties

*(Duty team staff)*

## **Excellence, Tradition and Imagination**

**All staff should enforce these rules in order to ensure a clean and attractive environment**

# Internal Exclusion

**Internal Exclusion is a very serious sanction and it is communicated to the parent/carer in advance of the sanction being set. Any student placed in Internal Exclusion will follow a different timetable and will lose some of their privileges. Students can also be placed in Internal Exclusions at other Bury Schools.**

## **You Should**

- Follow the specific instructions given for those placed in Internal Exclusions
- Report as directed on the morning of your internal exclusion
- Sit in your allocated seat as directed
- Hand over your mobile phone – it will be returned at the end of the day
- Complete the work set as well as the assessments

## **N The Negative Consequences are:**

- A poor record on your school reports.
- You will lose your breaks and lunchtimes
- Lying about and then failing to hand over a phone will result in confiscation of the phone for parent/carer to collect and a minimum 12-week phone ban.
- Parents/carers will be informed of your poor behaviour and may be expected to attend a meeting
- Failure to adapt your behaviour following internal exclusion or repeated examples of the same behaviour could result in fixed term exclusions and even permanent exclusion
- Failure to complete the day as directed will result in you having to re-do the sanction

## **Excellence, Tradition and Imagination**

**Internal Exclusion is a very serious sanction and the Senior Assistant Headteacher / Deputy Headteacher (Inclusion) will be consulted if the sanction is to be employed.**

# Leaving the building

Just like the new system for entering the site and for entering the building we have also had to adapt how we expect you to leave the building.

## You Should

- Be aware that there will always be a staggered dismissal of students and groups each day
- Leave the building through the same doors that you entered through
- Sanitise your hands as you leave the room
- Not wait around on the field, yard or back path once dismissed
- Make your own way home immediately
- Avoid going as part of a big group to local fast food outlets/shops on the way home

## **P** The Positive Consequences will be:

- You can keep yourself, your family and others safe
- You will have done as much as you can to prevent the spread of the virus

## **N** The Negative Consequences are:

- You may unwittingly contribute to the spread of the virus
- You are likely to face sanctions from the school

# Extreme Behaviour

**Students should understand that certain forms of behaviour will not be tolerated:**

- Persistent and purposeful failure to comply with the school's expectations of behaviour
- Purposeful failure to comply with the school's expectations relating to health and safety
- Physical abuse of other students
- Extremely offensive language directed at a member of staff
- Physical abuse of a member of staff or student
- Possession of any illegal substance
- Carrying an offensive weapon
- Making an allegation against a member of staff that is shown to be false and malicious

*(This list is not exhaustive)*

This school prides itself on its positive ethos. Incidents of this type are very rare. It is important that all students understand that the consequences of such behaviour will be **fixed term or permanent exclusion** from the school. These sanctions can and will be applied even for 'one off' incidents.

**Excellence, Tradition and Imagination**



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Science



arts colleges