

STURMINSTER NEWTON HIGH SCHOOL



**ESSENTIAL INFORMATION FOR
PARENTS AND STUDENTS
2023-2024**

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INTRODUCTION

This Essential Guide for Parents and Students is designed to outline everyday school routines, policies and general expectations. It will be referred to by staff in school and gives guidance for parents on aspects of school, such as homework, uniform and behaviour. We have attempted to cover all essential information but please do not hesitate to contact your child's Tutor or Head of Year if you have additional questions. We would also welcome your comments if you feel that there is vital information missing which would be helpful to parents.

Additional information is also available on the school website www.mysnhs.net. Again, please contact the school if there is something which you would like to know or have information on.

As we go through the school year, there will be several opportunities for you to comment on your child's progress and our effectiveness as a school community. With your support, the staff are aiming to continually improve all that we do and to encourage every individual to fulfil their potential. Working together, we want all students to enjoy school whilst working hard to achieve academically, socially and personally.

THE SCHOOL AIMS AND VALUES

Sturminster Newton High School Values

Each person's individuality and worth as a human being.

Relationships with others, both within the school and wider community.

The Aims of the School are to:

Provide a broad, balanced and connected curriculum.

Provide a stimulating environment to develop the full potential of each person.

Ensure that each individual takes responsibility for their own work ethic, learning and actions.

Develop responsible citizens who are tolerant and understanding of difference and those around them.

Develop resilience, determination and responsibility.

Strive to ensure that all students have equality of opportunity.

The attributes we aim to nurture in our students are:

Enquiry-Students nurture their curiosity, developing research and enquiry skills and learning how to work independently and with others. We want students to learn with enthusiasm and continue learning all their lives.

Knowledge-Students develop and use conceptual understanding, exploring knowledge across a range of subjects. They engage with issues and ideas that have local and global significance and understand their role and responsibility in preserving the diversity of the environment.

Thought-Students use critical and creative thinking skills to analyse and take responsible action around complex problems. They exercise initiative in making reasoned, ethical decisions.

Communication-Students express themselves confidently and creatively in many ways. They collaborate effectively, listening carefully to the perspectives of other individuals and groups and resolve disputes peacefully and productively.

Principles-Students act with integrity and honesty, with a strong sense of fairness and justice and with respect for the dignity and rights of people everywhere. They take responsibility for actions and their consequences and develop self understanding, self respect and self discipline.

Open mindedness-Students critically appreciate their own cultures and personal histories, as well as the values and traditions of others. They seek and evaluate a range of points of view, and are willing to grow from the experience. They refuse to support values or actions harmful to others.

Compassion-Students show empathy, compassion and respect. They act to make a positive difference in the lives of others and in the world around us. They respect the privacy, trust, confidence and property of others.

Risk taking-Students approach uncertainty with determination and forethought, they work independently and co-operatively to explore new ideas and innovation. They are resourceful and resilient in the face of change.

Balance-Students understand the importance of balancing different aspects of their lives—intellectual, physical, and emotional—to achieve well-being for themselves and others. They recognize their interdependence with other people and with the world in which we live.

Reflection-Students thoughtfully consider the world and their own ideas and experience. They work to understand their strengths and weaknesses in order to support their learning and personal development.

These values, aims and attributes are at the heart of our achievement and underpin our curriculum and the life of the school. They are reflected in all our relationships and in our code of conduct.

CODE OF CONDUCT

In order to support the Aims of Sturminster Newton High School we have a Code of Conduct. The one guiding principle in school is:-

EVERYONE WILL ACT WITH COURTESY AND CONSIDERATION

This means:-

1. Showing respect for everyone at all times.
2. Always trying to understand other people's points of view.
3. In class, making it as easy as possible for everyone to learn and for the teacher to teach. This means arriving on time with everything needed for that lesson, beginning and ending the lesson in a courteous way, listening carefully, following instructions, helping each other where appropriate and being quiet and sensible at all times.
4. Being silent whenever required, for example in an emergency situation.
5. Keeping the school clean and tidy and respecting other people's property and work. This means all litter must be put in bins, and all equipment, furniture and displays treated with care.
6. In or out of school, wearing the school uniform with pride and remembering that the school's reputation depends upon the way everyone looks and behaves.

SCHOOL RULES

To support the Code of Conduct and for everybody's health and safety and for the protection of the environment, students have to observe the following rules, these are focussed around the 3R's, to be respectful, responsible and resilient with examples of such below:

1. All should be prepared for work and be courteous
2. All have the right to work without being disrupted by others
3. All have the right to live in peace and safety, free from bullying or harassment of any kind. Tell staff if someone or something is making you unhappy. Say 'NO' firmly to anything you think is wrong
4. We should all respect the name, property and environment of each other and the school
5. Move quietly and sensibly around the school. This means never running or shouting, and being ready to open doors for others and standing to let others pass. Always keep to the left in corridors and on stairs
6. Wear school uniform (see Uniform Code)
7. Mobile phones/smart devices must not be used in school for communication e.g. text messaging, photography purposes or accessing social media etc. They must be kept switched off at all times during the school day. Students bringing mobile phones/smart devices into school are responsible for their security
8. Tobacco products, cigarettes, vapes, lighters, matches, non-medically prescribed drugs, alcohol, solvent-based products and chewing gum are not to be brought into school
9. Dangerous implements such as knives, fireworks, lasers etc. must not be brought into school
10. All bags etc. must be put in lockers provided, not left unattended in cloakrooms, corridors or on staircases

We assess incidents on the "balance of probabilities" not "beyond reasonable doubt". Appropriate consequences will take into account not only the seriousness of the behaviour under consideration but also the previous behaviour of, and consequences applied to the student.

PREPARING FOR SCHOOL

Bad Weather and Emergency Procedure

From time to time, especially in winter, a situation can arise which makes it necessary to close the school. Reasons for such a closure could include failure of the power or heating supply or bad road conditions. A decision to close the school is always made in the interests of the students, particularly with regard to their safe arrival and departure. If a decision is taken to close the school we inform parents by using the school website (www.mysnhs.net). This will be updated at regular intervals giving guidance on the school's position. You can also look at Dorset County Council's "snow closure" list: [School Closures](#) or the schools Facebook page: [SNHS Facebook](#)

SiMs Parent

SiMs Parent is where you can access up-to-date information about your child. The system has been set up by the school to enable you to view the progress your child is making. Information includes behaviour, attendance and previous/current reports. Parents/Carers wishing to sign up should e-mail office@mysnhs.net in the first instance requesting SiMs Parent giving their child's name and Tutor Group.

School Transport

Dorset Council provides free transport for all our students who live three miles or more from the school, the distance measured from door to door by the shortest suitable route. Bus passes need to be applied for on the Dorset Council website (search for "School Transport Apply").

On some bus routes where there is space on a bus, they may be able to offer a "Surplus Seat" to students who live within three miles or outside the catchment area. The present charge is £800 per student per academic year (September 2022 tbc) and is reviewed annually. Payment can be made in full or in instalments. Parents should contact Dorset Travel for further details on 01305 224537.

Students who are entitled will be issued with a bus pass which they should carry with them at all times. Bus drivers will check bus passes on a regular basis. There is a charge for a replacement bus pass, costs vary dependant on Bus Company and range from £15 - £25; they need to be purchased from Dorset Travel or direct from the bus company.

Students should obey the school code of conduct on their way to and from school. This is especially important when using buses and taxis provided by the Local Education Authority. Although the immediate safety and control of students must be in the hands of drivers, Bus Prefects are appointed to assist and liaise with school staff.

Personal Property and Security

All clothing and personal property must be clearly marked with the owner's name. Named lost property, if found, can be easily returned to owners. Money or valuables should **not** be left unattended in classrooms, changing rooms, desks or bags. Neither the school nor the Education Authority will accept responsibility for loss of/or damage to personal property. Lockers are available for all students and can be requested from the main office.

If students mislay something, they should look for it thoroughly. After that they should check with the School Office, where items of lost property are handed in. **It must be stressed that the care of personal property is the student's responsibility.**

Attendance and Absence

We believe every child has a right to attend school and to be educated. If your child is unable to attend school please report their absence either by telephone - there is a telephone messaging service for the times when the office is unmanned or via email to -

office@mynhs.net or on SiMs Parent, 'Report an Absence'.

The school operates a first day calling - if your child is not at school or has not been marked in attendance a call to the first contact will be made during the morning to confirm their whereabouts. An absence e-mail will be sent if no contact can be made by phone.

You can also view the Dorset Council's website [School attendance and absence](#)

Children must attend school regularly and on time during term time.

Your child can only miss school if:

- they are too ill to go to school
- the school has authorised the absence

You must get permission from the headteacher if you're planning to take your child out of school during term time. This is called authorised absence.

Your child may be allowed to miss school for

- a death in the family or funeral
- doctor, hospital or dental appointments

It is up to the headteacher how many days your child can be away from school if they grant you leave. If you don't get permission and you take your child out of school, this will be recorded as an unauthorised absence. You can be fined for taking your child on holiday during term time without the school's permission. If a child stays away from school for reasons other than illness or after the school has refused a request for exceptional term time leave, it will be recorded as unauthorised absence and noted on the child's record. Therefore, parents are strongly advised to take holidays with their children during normal school holiday periods.

Penalty Notices

In some circumstances we can take [legal action](#) to enforce school attendance.

[Read more about Dorset Children's Services penalty notice protocol.](#)

Speak to the headteacher if you're struggling to get your child to attend school.

Classroom Expectations

Classrooms (including laboratories, sports halls, playing fields, workshops etc.) are the school's places of work. As in any place of work, there have to be expectations and rules to allow everyone to work successfully, enjoyably and safely.

Equipment Deposit

A deposit of £10 is required from all students when they join the school which will be used towards the cost of lost or damaged books, lockers / keys etc. incurred by the students during their time in school. It is returnable in full when the student leaves or at the end of their final year provided money is not owed to the school. This can be paid on PAY360 (the schools electronic system) or via the school office.

Examination Leave – Years 11 and 13

Examination leave is granted to students in Year 11 and 13 immediately prior to the commencement of the external examinations and at a date decided each year by the school.

At such a time when students are on examination leave it is the responsibility of parents to ensure that appropriate arrangements are made for their children. The school does not grant examination leave for mock examinations. A letter with details of the examinations and examination leave arrangements will be sent at the appropriate time. Dates of examinations will be published on the school website www.mynhs.net when confirmed by the examination boards.

Leavers

If students leave school other than at the usual time of post-GCSEs and post-A Levels, parents should in the first instance write to their child's Head of Year. The child should then collect a Leaving Form from the School Office. Once this is completed and all books are returned, the deposit, initially paid on arrival to the school, will be repaid if there are no outstanding debts or missing books/locker key etc.

Lockers

Lockers are available for all students in Years 7-11 to use to store their books and equipment. Students are provided with a key which is their responsibility. It is suggested that the key is attached to the inside of the blazer inner pocket to reduce the chance of losing it. The cost of a replacement key is currently £5 from the School Office, and to replace a damaged lock the cost is £8.50, if the lock has been damaged by the student. Payment can be made on PAY360.

Mobile Phones

Students who wish to bring a mobile phone to school must abide by the following rules:

- Mobile phones must be switched off on arrival and not switched on until the student leaves at the end of the day. In emergency, parents wishing to contact their children during the school day can leave messages with the School Office (01258 472642). Students may ring home from the School Office.
- **If a phone is seen or heard during the school day it will be confiscated and the office will e-mail a parent/carer stating that it must be collected by a parent/carer from the School Office, which is manned between 8am and 3.30pm on a normal school day. If you need to collect outside of these hours please email the office to make alternative arrangements office@mynhs.net**
- Phones may not be used in lessons as calculators.
- Phones are not allowed in examination rooms.
- Phones may not be used in school for playing music.
- Phones must not be used for taking photographs or videos.
- The school will not accept responsibility for any phone lost or stolen on the school site.
- Mobile phones will not be permitted on some school trips.
- Misuse of mobile phones will result in a student being banned from bringing a mobile phone to school.

Printer Card

- Each student will be issued with an electronic card which is used to access printers in the school, for signing in and out for afterschool activities and as they progress through the school it is used for Sixth Form registration. The cost of a replacement card is £3. Payment can be made on PAY360.

Cashless Catering

- Each student will be issued with an electronic card which may be loaded via the web. Further details will be given when the card is issued. Students in receipt of free school meals will have their card automatically loaded each evening with the Free School Meal allowance (currently £2 March 2022). The cost of a replacement card is £3. Payment can be made on PAY360.

Travelling To and From School

Due to the rural nature of the area and the large amount of unlit roads, it has been suggested that parents might want to provide reflective armbands for their children to wear whilst walking to and from school or school buses.

Uniform Guidance

- Black single-breasted blazer with embroidered SNHS badge – available from Price and Buckland through the school website.
- **Black straight/tailored school trousers which meet the top of the shoe or black pleated skirt worn knee-length** - in a style (boxed pleats) and material stated on the SNHS section of Price and Buckland website or South West Schoolwear. Please note the skirts from Price & Buckland and South West Schoolwear come in 20” and 22” lengths.
- Plain white school shirt with collar.
- School Tie - available from Price and Buckland or South West Schoolwear through the school website.
- Plain black V-neck jumper, optional
- **Dark charcoal/black socks or opaque black tights**
- Low heeled black leather/leather-type school shoes, **no black canvas or trainer style shoes** (please check with the office if unsure before purchasing and see further details below in exclusions). Please be aware that many shoes advertised as ‘school shoes’ both in shops and online are done so for marketing purposes and are not appropriate for school. If you are in any doubt, please contact the school to check before making a purchase.

- Summer Term only – blue polo shirt with school badge available from Price and Buckland or South West Schoolwear through the school website. No visible undershirts permitted under school polo shirts. Tailored knee length black shorts are optional

Appearance must always be neat and tidy and appropriate for school. Correct uniform must be worn in lessons and when moving round the school.

Please note exclusions to our uniform policy: (Items not allowed)

- **Skinny-fit trousers or trousers that are short at the ankle (fashion trousers)**, Jeans, chinos, leggings, cargo trousers, cropped trousers, mini-skirts, tight-fit skirts and hoodies are not acceptable
- **Canvas shoes such as Vans etc**, open-toed shoes or sandals, high or wedged heeled shoes/boots are not acceptable. **Trainers of any type are not acceptable.**
- Leather sports shoes such as Nike air force one or Adidas, are acceptable but they must be 100% black and leather or leather type, in order to be robust for school life and the British weather.
- **White or coloured socks are not acceptable**
- Students can wear a maximum of 2 small stud earrings. Spacers etc are not allowed and all Jewellery/Earrings must be removed for PE lessons.
- No facial jewellery or visible body jewellery is allowed e.g. nose studs, see-through or otherwise, eyebrow piercings, tongue piercings etc. This also applies to rings, bracelets etc
- Hair colour should be within the natural range.
- Visible undershirts are not permitted.
- No visible make up to be worn in school. It should be discreet (the definition of discreet is based on staff’s professional judgement in each case.)

This school uniform policy applies to all students until they reach the Sixth Form, which has its own professional expectations for dress

SAFETY: Parents are reminded that these rules are subject to change in certain subjects i.e. jewellery must not be worn during PE or Games.

Please note: If students do not meet our uniform expectations regarding jewellery, make up, nail varnish and suchlike and action is required, the school will not be liable for or reimburse costs associated with removal and the normal disciplinary and sanction process will be followed until the situation is resolved.

If you have any difficulties, are in doubt about any of the above regulations or require any advice, please contact the school.

If you do not have access to the Internet, there is an ordering system available for items sold by Price and Buckland and South West Schoolwear. Please contact the school office.

The Headteacher's decision is final in all matters of uniform.

Please see the images below for examples of what is allowed and what is not.



***NB Shorts for summer term only**

Breaches of the uniform code.

Students are expected to wear the correct uniform appropriately (e.g. trousers around the waist, shirts fully buttoned and tucked in, top shirt buttons fastened and ties worn correctly, skirts and trousers appropriate length at all times.) Parents/Carers are expected to support the school in enforcing the uniform code.

- If a student arrives in incorrect footwear they will be provided with black plimsolls to wear for the day.
- Any student wearing visible make-up/nail varnish etc will be asked to remove it. Make up remover will be provided if necessary.
- We will not be liable for or reimburse associated costs if a student does not meet our expectations and students will remain in isolation as part of the sanction process until the issue is rectified.
- Students who arrive at school with extreme hairstyles or dyed hair will be isolated and parents contacted. They will be unable to return to mainstream education until the problem is rectified.
- Incorrect items will be confiscated and can be collected by the student at the end of the day. Where a student continues to be in breach of this rule items will be confiscated for a longer period of time.
- Any student who refuses these requests becomes subject to normal procedures and sanctions and parents will be contacted. Students wearing incorrect uniform will be placed in isolation and work provided until the issue is rectified and parents will be contacted as appropriate.
- If there is a medical reason for exemption from the uniform code medical evidence will need to be provided. Other non-medical reasons, for example loss or damage, are not acceptable and the above process will be followed.

Please note. If a student is unable to do PE for whatever reason, the expectation is that they wear PE kit as normal but activities will be adapted to suit their needs or the student will support the lesson through officiating or coaching etc. Only if a student is physically unable to change or they have a specific doctors note to state they must not change, even to officiate or coach etc, will not having the correct PE kit to wear be acceptable.

Sixth Form

There is no uniform in the sixth form. However, Years 12 and 13 are role models for younger students and dress should be appropriate for a study/work environment.

- No ripped jeans or tracksuits. Tailored shorts may be permitted.
- Very short skirts are not permitted; no exposed midriffs; clothing must not be too revealing. Smart tops, trousers, skirts and dresses are permitted.
- Coats should not be worn in lessons; hoods should be worn down.
- **Piercings:** No flesh holes or facial piercing although a discreet nose stud may be permissible.
- **Tattoos:** Must not be visible.
- **Hair:** This should not be dyed in unnatural shades
- **Make-up:** Appropriate for a work / study environment.

We understand that judgements may be subjective but **staff decisions must be respected** at all times. If we don't think you're smart enough we may send you home to change or isolate you.

IN THE CLASSROOM

Classroom Expectations

Classrooms (including laboratories, gymnasiums, workshops etc.) are the school's places of work. As in any place of work, there have to be expectations and rules to allow everyone to work successfully, enjoyably and safely.

The classroom expectations are as follows:-

1. Start of Lessons

- Students should arrive on time and wait quietly.
- When told to enter the room, they should move sensibly to their workplace.
- Pens, books, their Home-School Planner and other equipment necessary for the lesson should be placed ready on the desk.
- Students should remain silent for the taking of the register. Late arrival without good cause may mean students being detained at break/lunchtime to make up time and work missed.

2. During Lessons

- When the teacher talks to the whole class students remain silent and concentrate.
- They must work sensibly, not distracting or annoying other students.
- Homework must be completed and recorded in the Home-School Planner.
- There should be no eating and drinking.
- Radios, magazines, mobile phones, digital devices or other distractions are not allowed; they will be confiscated and returned only to parents or a contact we hold on Sims.
- Students must not leave the lesson without permission from the teacher and/or a note in the Home-School Planner which is taken with them.

3. End of Lessons

- The bell is **not** a signal for the **students** to end the lesson: the bell is for the information of the teacher.
- Students should pack away when instructed to do so by the teacher.
- Students may leave when told to do so by the teacher, and in an orderly fashion, properly dressed for the next lesson, break, lunch or going home.

Asthma Inhalers

School arrangements allow students to self-administer asthma inhalers. Students retain the inhalers for personal use as necessary.

Care of Books and Equipment

Books and equipment are **on loan** to students and should be carried in a container which will protect the contents. Plastic bags are not suitable. It is expected that any textbooks lost or damaged by students will be replaced by them.

A sports bag should be provided for games kit.

Everyday Equipment

It is essential that students come to school with the correct equipment. The school feels strongly that a student's writing is best when completed in fountain/cartridge ink pen and it is therefore included with the essential items listed on the following page.

Fountain/cartridge/handwriting pen (preferred - black ink)
Purple pen

Pencil
Rubber
Ruler
Coloured pencils
Scientific Calculator (an appropriate type is for sale in the School Shop)
Basic geometry set (including compasses and protractor)
Soft sketching pencil

All of the above equipment is available at competitive prices from the School Shop along with drawing instruments for use in Design and Technology. An up-to-date atlas or electronic equivalent is recommended by the Geography Department for each family, and a French/English dictionary by the Modern Languages Department.

Home-School Planners

Students should take their Home-School Planners, which are issued in September, to every lesson. A charge will be made for replacement Planners.

Homework Policy

SNHS believes that HW encourages students to take responsibility for their own learning, developing independence along with the skills and attitudes essential for successful lifelong learning.

Purpose

- To inspire independent learning beyond the classroom.
- To support progress in learning through consolidation of classwork or preparation for future work
- To develop the skills, attitudes and work ethic for lifelong learning
- To encourage students to take responsibility for their own learning, to manage time effectively and to respect deadlines

Roles and Responsibilities Student

- Record HW in your planner with the deadline and work out when you will complete it.
- Bring the HW to class by the deadline
- If you are unsure of the HW task seek out help in your own time before the deadline, by speaking to or emailing your teacher
- Ensure enough time is spent on HW to produce a quality piece of work presented in line with the school's expectations on presentation – underlined title and date and marked as 'homework' and expect to redo any HW that does not adhere to this
- Ensure the recommended time for HW is not exceeded in order to strike a balance between work and leisure time
- If absent, find out what work has been missed including HW, which will still need to be completed
- In failure to reach deadlines follow the whole school sanctions policy.

Parent

- Sign the Home/School agreement in the student planner and sign the student diary on a weekly basis, reading any communication from tutors and teachers
- Check that student is completing the expected HW
- Offer support and encouragement to complete HW
- If a student is unable to complete a piece of HW in the recommended time frame, sign the planner or email the teacher to explain the circumstances
- Where students fail to reach deadlines, support the school with the sanctions (this includes organising transport where necessary for after school detentions if they are set)

Teacher

- Communicate the expectations of the HW policy to students
- Clearly communicate expectations and allow time for recording HW in the planner (including deadline)
- Be aware of students who struggle to record HW and check it is accurately recorded in student planner
- Monitor the time students spend on HW
- Provide feedback in response to HW in line with the School's Assessment and Marking Policy
- Challenge HW that is below expectation (e.g. quality, presentation) and expect that students will redo it
- Where students fail to reach deadlines follow the appropriate sanctions, entering the correct information on SiMs

Tutor

- Communicate the expectations of the HW Policy to tutees
- Give students time in tutor time to pre-populate diaries with weekly HW expectations
- Provide students with strategies to manage time for HW
- Check students and parents are signing planners on a weekly basis
- Ensure that students do not complete their HW in tutor time to emphasise its importance and value

Subject Leader (SL)

- Ensure that appropriate HW tasks are set within the relevant SOW
- Monitor that HW is being set and marked across the subject in line with the marking and feedback policy
- Ensure the team is adhering to the HW sanctions policy and entering the correct information on SiMs
- Use Sims to intervene with students who are persistently failing to meet deadlines and remind them of expectations
- Contact the parents of students where there are emerging patterns of repeated HW failures to understand the bigger picture and to find a resolution (HW clubs, discussion with HoY)

Senior Leaders

- Ensure that appropriate HW tasks are being set within subjects that are line managed (book scrutiny)
- Support tutors in monitoring that HW is being set and marked across all subjects through the collection and scrutiny of as well as spot checking
- Ensure HW diaries are being signed by students, parents and tutors
- Ensure that subjects are adhering to the sanctions policy and support the linking of some departments for joint detentions where necessary

Setting and Timings of HW

- HW must only be set according to the HW timetable that is available in September each year
- Where possible also provide a routine day for completion which provides students and teachers with clarity on when HW will be done and marked
- All HW must be followed up in a timely way and students must be given feedback in line with the marking and assessment policy.

Year Subject Time Frequency

- Ensure that appropriate HW tasks are being set within subjects that are line managed (book scrutiny)
- Support tutors in monitoring that HW is being set and marked across all subjects

through the collection and scrutiny of as well as spot checking
 Ensure HW diaries are being signed by students, parents and tutors
 Ensure that subjects are adhering to the sanctions policy and support the linking of
 some departments for joint detentions where necessary
 Year Subject Time Frequency Y7&8 Year Subject Time Frequency Y9 Year

Subject Time Frequency Y10 & Y11

Year Subject Time Frequency Y7&8	Year Subject Time Frequency Y9	Year Subject Time Frequency Y10 & Y11
English, Maths, Science	English, Maths, science	*
Up to 30 minutes	Up to 40 minutes	English, Maths, Science
1 per week	1 per week	40-80 minutes
All other subjects	All other subjects Up to 40 minutes	1 per week (40 -80 minutes)
Up to 30 minutes At least 1 per	At least 1 per cycle.	All other subjects Up to 60 minutes
cycle.		1 per week

* During periods of Controlled Assessment there may be times where students are expected to spend more than the prescribed time on HW

Sixth Form

Independent study is an essential skill that has to be learned in order to be successful at A-level. There is a vast difference between study at GCSE and A level and we work hard to help students to develop into independent learners who go beyond just completing home learning set by teachers, and who will read around their subjects and review their own work, producing summaries, revision notes and extension work. Students can expect teachers to regularly set challenging independent learning tasks which are relevant to their courses. They can also expect teachers to provide constructive feedback indicating how to improve their work.

Students may choose where they spend this time, either in the sixth form quiet study areas at both sites, which are equipped with computers and laptop charging sockets or in the sixth form Cafés. The cafés have a more relaxed environment where you can carry out group work or enjoy a drink or something to eat while you work.

Many departments, particularly in practical subjects such as Art, Graphics, Hospitality or IT, encourage students to spend study time in department areas. You can study in subject rooms at SNHS when they are available.

Students will be expected to do at least one hour of learning outside the classroom for every hour they spend in the classroom. Both Home Study and Independent Learning are an essential part of success in years 12 & 13 and meeting deadlines is a requirement of the Sixth Form.

A student who has the ability to learn independently will be more likely to succeed in both university and employment and this ability will be commented upon in references supplied by the school.

Medication in School

Parents must inform the school when their child requires medication and, where necessary, take personal responsibility for any action that is beyond that which can be reasonably expected of the school and its staff.

If your child is on medication and requires this in school hours, parents must complete a Parental Agreement form which can be obtained from the School Office. Medicines must be in the original container as dispensed by the Pharmacy. If your child needs several medicines/tablets, then a separate form for each one is needed.

Parents should hand the medication to the School Office clearly labelled with the child's name, the name of the medication and the dosage to be given. The quantity of medication supplied should not be excessive. If necessary, please request the chemist to provide separate supplies for use at school. **In most cases it should, however, be possible for medication to be given before and after school, thus avoiding having to take any during the school day.**

Parents of children who need to wear a Medic-alert bracelet/necklace should notify the school office of this and provide information about the medical condition involved.

Procedure and Management of Diabetes in School

Sturminster Newton High School is committed to helping students manage their diabetes safely in the secondary school environment. For the protection and welfare of all students the following procedures are in place:-

The school will:-

1. Give students with diabetes priority in the lunch queue.
2. Allow students to snack in lessons (when necessary).
3. Facilitate individual needs with reference to current JCQ regulations, e.g. taking snacks into exam rooms, the need to test blood glucose levels during exams.
4. Provide a clean, private and safe environment to administer insulin and test blood glucose levels.
5. Provide a fridge for storing insulin and appropriate snacks.
6. Provide for blood glucose levels to be monitored when deemed necessary.
7. Make available a "time out" card for students so they may be excused for lessons in order to test their blood glucose levels.

Students/Parents/Carers will:-

1. Provide a sharps bin, insulin, ketone strips and a blood glucose monitor.
2. Use the facilities provided in the medical room to carry out their blood glucose readings, ensuring suitable hygiene procedures are followed.
3. Provide lunch, snacks or money to purchase food.

Parents/Carers of a student with diabetes should contact Mrs Hann, in the school office, to discuss their child's individual care plan.

Health and Safety Requirement

If a student has an injury which affects their movement around school (e.g. using crutches, in plaster) parents/carers are asked to contact the Head of Year before returning to school. A risk assessment form will need to be carried out prior to your child being able to access the classrooms around the school.

Rewards

A school ethos of encouragement is central to the promotion of good behaviour. Rewards are one means of achieving this. They have a motivational role in helping students to realise that good behaviour is valued, and are clearly defined in the procedures. Integral to the system is an emphasis on praise both informal and formal to individuals and groups.

Rewards to encourage good behaviour

There are many ways in which students can be rewarded.

- Verbal praise
- Merits focussed on effort not simply attainment
- Certificates
- Postcards
- Departments use stickers on students work

- Rooms will have examples of students work on display
- Departments will have boards displaying good work from the curriculum area

Each term a trophy is awarded (in each year group) to the form group with most merits.

- Assembly will be a time for celebrating success and rewarding students in front of their peers. HOY reward good attendance. At the end of each term there will be an extended assembly for recognising success
- Postcards/letters/emails home – departments are encouraged to make contact with parents/carers when good progress is being made/when work has been particularly good
- Annual Awards Week – held in July. Year assemblies are used to celebrate effort and achievement of students from each teaching group. Certificates are awarded. The Awards Evening allows us to reward the best student in each year for effort and achievement. Certificates and badges are presented. Parents/carers are invited
- SiMs Parent – parents/carers have access to live records of behaviour and school reports

Finally, and most importantly . . .

Teachers are in the position of parents/carers whilst students are in school. School is a place of work for the acquisition of new skills and knowledge. Staff are here to help students achieve those aims and therefore:-

- There is no excuse for rudeness, disrespect or insolence towards any adult working in the school.
- Any reasonable request from a member of staff should be carried out at once and without argument.

Breaking either of these basic rules will be treated as a very serious matter.

OUTSIDE THE CLASSROOM

Enrichment

Currently we have allocated an hour in the week to run enrichment activities for all students. These include academic, sporting and mental well-being activities and each term students have a new set of activities to choose from.

Year 11 have also benefitted with extra catch up and revision sessions in preparation for the summer exams. [Example of Enrichment Activities](#)

Employment of Students

The employer is now responsible for obtaining the work permit, which can be applied for by submitting an online request form. [Child Work Permit](#)

Any student who has a part-time job must have a Work Permit from the employer. Particular attention is drawn to the legal condition that no student may have a job before his or her 13th birthday.

Lunch

Most students have lunch at school, either using the dining room or bringing a packed lunch. If you want your child to come home for lunch, please write to their Head of Year at the beginning of each term. Students are not permitted to leave the site at lunchtime unless there are extenuating circumstances and a letter from parents has been received. Students who have permission to go home for lunch must sign out and back in at the School Office each day.

During lunchtime students must make use of the playgrounds and external paved area, work in the Library/Resource Centre or undertake an activity with a member of staff. The lower

playground is to be used by Year 7 and Year 8 students only. In bad weather students will be allowed to make use of other prescribed areas. (Please refer to page 9 re cashless catering)

Music, Drama and Dance

Instrumental classes are available for Voice, Brass, Strings, Woodwind, Guitar, Drums and Keyboard, for which a charge is made. Please contact Miss L Osbourne, the Head of Music, for further details.

The Drama Department offers Acting as an enrichment option, with the choice of taking LAMDA examinations. Full school productions, involving script writers, performers, designers, dancers, and musicians, take place every two years.

The choir meets once a fortnight in which we sing a range of pieces from Queen to Coldplay. The number of pupils in choir are increasingly growing and will be performing in school and at many local events going forward.

Representative Sport

The school selects representative teams – usually from each year – in a variety of sports. Matches are regularly arranged with other Dorset Schools as well as with those in the Independent sector. Representation at North Dorset and County levels frequently occurs.

School Counsellor

The school is fortunate in having the services of a professional counsellor on site. Students may self-refer for counselling (usually six one-hour sessions) or may be referred by staff. In some instances contact may be made with parents.

School Library and Resource Centre

This is open to all students before registration, every break and lunchtime. There is a good range of fiction and non-fiction books catering for all ages and abilities. Students may borrow up to three books at a time (six in the Sixth Form). The loan is for a fortnight, which is renewable. A fine of 2p per day is charged on books returned late. Fines must be paid before further books can be borrowed. Any lost books must be replaced.

School Stationery Shop

The Stationery Shop, in the Library and Resource Centre, is open throughout the school day and holds a wide range of stock very competitively priced. Everything a student might need throughout his or her school career is sold, from colouring pencils to calculators. Revision guides are also available.

The School Council

Is made up of an elected representative from each Tutor Group, meets regularly to discuss matters of concern to the student body.

Trips

When students go on a school trip or visit by minibus or coach it is advisable that they carry with them a piece of card with their name, next of kin and telephone number for use in an emergency. Parents should ensure their children carry the card when necessary. On occasions when there is a late return, students should not attempt to gain entry to the school without a member of staff's permission. On these occasions, when students return from trips later than their bus departure time, it is the parents' responsibility to arrange transport for students' safe return home from school. Trip payments can be made through PAY360.

STAFF CONTACTS

For initial or specific enquiries regarding your child, contact should be made with the Form Tutor. In certain circumstances the Form Tutor will involve other staff. A staff list can be found here on our website:

<https://www.mysnhs.net/staff-list>

MEMBERS OF THE ACADEMY COMMITTEE

Details of our Academy Committee can be found here on our website:

<https://www.mysnhs.net/governance>

SCHOOL CHARGING POLICY

The Academy Committee have established the following Charging and Remissions Policy based on advice from the local authority and DfE.

Books and equipment

- It is expected that children will have their own pens, pencils, calculators, etc.
- Books and stationery are provided free, but Year 12 and 13 (Sixth Form) students who wish to keep a textbook after the end of the course will be asked to pay for it.
- Parents of students who lose or damage books or equipment issued to them are expected to pay the cost of replacement or repair.

Charging for materials

- Parents of students who are on practical courses (eg. Food Technology, Art, etc.) and who wish their children to own the finished product will be charged for the materials used.

Activities within the school day or part of an examination course

- Any payment from parents for these activities is voluntary, but if parents are unable or unwilling to contribute, it may be that the activity will not be able to take place. Students will never be treated differently whether or not their parents have made any such payments.

Activities outside the school day and not part of an examination course

- For these activities payment is required for students to take part.

Residential Visits

- Payment will be required in respect of residential visits taking place mainly outside school time and not required for an examination course.
- The Academy Committee' policy is not to enter students for examination courses requiring residential study mainly within school time.

Public Examinations

- The Headteacher has the delegated responsibility to decide whether students are entered for particular examinations.
- The Headteacher has the authority to charge for examination entries in certain circumstances.
- The Headteacher is authorised to request payment for wasted examination fees.

Music Tuition

- The Headteacher is authorised to charge for music tuition outside normal classroom activities, when permitted.

Loss and Damage to School Property

- Parents of a student who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the cost of repair or replacement.

There are limited funds available to subsidise visits/activities for whole groups or individuals. These funds are administered through the Heads of Year/Assistant Head/Headteacher.

ANTI-BULLYING

(The full policy is available on the school website)

[Anti-Bullying Policy](#) found on the school website

The school aims and values can be found on page 3 in the school prospectus:

[School Prospectus](#)

Principles

The school understands that all schools have bullying incidents and the response at Sturminster Newton High School will be to:

- Have a consistent approach to any bullying incidents that occur.
- Raise awareness of bullying and promote positive relationships based on mutual respect.
- Seek to involve all stakeholders in the implementation and monitoring of this policy.
- Promote positive action to prevent bullying through our PSHE programme and related activities.
- Provide support for all members of staff that may be involved in dealing with an incident of bullying.
- Provide appropriate training for both staff and students to support the implementation of the policy across the school.
- Ensure fair treatment for all, regardless of age, culture, disability, gender, religion or sexuality, and encourage understanding and tolerance of different social, religious and cultural backgrounds.

Definition of Bullying

There is no legal definition of bullying. But it is usually defined as repeated behaviour which is intended to hurt someone either emotionally or physically, and is often aimed at certain people because of their race, religion, gender or sexual orientation or any other aspect such as appearance or disability.

There are various types of bullying, but most have three things in common:

- It is deliberately hurtful behaviour.
- It is repeated over time.
- There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

There are various forms of bullying which can include:

- Bullying related to race, religion or culture

- Bullying related to special educational needs
- Bullying related to appearance or health
- Bullying related to sexual orientation including LGBTQ+
- Bullying of young carers or looked after children, or related to home problems
- Sexist or sexual bullying
- Cyber

The lives of students who are bullied are made miserable; they may suffer injury, they may attend erratically, they may lose self-confidence, they may underachieve educationally and socially. Many of the outward signs of bullying can be the same as other indicators of abuse such as:

- Low self-esteem, unhappiness, fear, distress or anxiety.
- Non accidental injuries (including self-harm)

If unchecked, others may come to see bullying behaviour as acceptable within the school. It is not unknown for victims to become bullies of younger or more vulnerable students than themselves. Bullying can and frequently does have long term effects on victims which may impact on their adult lives.

Roles and Responsibilities

Academy Committee are ultimately responsible for the well-being of all students and staff. All staff, students, parents and Academy Committee should be made aware of the policy alongside awareness being raised of the issues associated with bullying in schools.

The Assistant Headteacher with responsibility for student support has been designated to oversee the safeguarding and well-being of students. Their role includes the following responsibilities:

- To liaise with the Head Teacher on all matters regarding the safeguarding of children.
- To ensure all staff are aware of the contents of the 'Anti-Bullying Policy' and that its procedures are adhered to, through regular training.
- To liaise with appropriate staff to ensure the implementation of whole school initiatives to highlight aspects of bullying, including Anti-Bullying Week.
- To ensure the use of appropriate assemblies to support the Anti-Bullying culture.
- To monitor and record all reports of incidents of bullying. All incidents of bullying will be recorded centrally My Concern.
- To ensure the appropriate Head of Year monitors students involved in bullying and keeps the parents/carers informed.
- To liaise with the police as necessary.
- Data of bullying incidents will be analysed on a half termly basis.

The Network manager, with the support of SLT, is responsible for the monitoring of the E-Safety and ICT policy. Students who violate the rules included in this policy will be sanctioned. School staff have the following responsibilities:

- Staff should be alert to any potential incident of bullying and intervene when instances are noticed. Bullying that occurs offsite, such as online bullying, should be investigated and actioned by the school where appropriate.
- Minor incidents of disagreement should be addressed by form tutors/subject teachers and can be dealt with effectively by reference to the school's Behaviour 4 Learning Policy.
- Incidents that constitute bullying should be referred to the victim/bully's form tutor(s) who will liaise with the Head of Year over action to be taken.

- The Head of Year is responsible for clarifying the facts through thorough investigation and taking statements from the bully, any victims and witnesses.
- The Head of Year, having clarified the facts, will inform all parents/carers of the incident, record the incident centrally through 'My Concern' and liaise with the Assistant Headteacher with responsibility for student support regarding the sanction.
- Bullying is a Level 3+ offence in the Behaviour 4 Learning Policy and following appropriate investigation and considering the circumstances and history, any of these strategies can be applied:
 - Internal suspension, during break and lunchtime, until investigation completed
 - School detention
 - Fixed term suspension
 - Permanent suspension
 - Restorative discussions
 - Referral for counselling/victim support
 - Written or verbal apology
 - Parent/carer interview with HoY and SLT member leading to parental assistance in applying support or strategies or deterrents as necessary
 - Continued monitoring of victim/bully individually
 - Referral to external agencies e.g. Social Services, Educational Psychologist or PCSO. (Please refer to Climate for Learning policy regarding sanctions)

Students have the following responsibilities:

- Ensuring that previous victims of bullying are not isolated from groups of friends.
- Intervening appropriately when someone is being bullied and making it clear to the bully that his or her actions are unacceptable.
- Informing a member of staff that bullying is happening.
- Encouraging the victim to join in activities and groups.
- Discussion and consideration of bullying issues in PSHE lessons.

Bullying Outside School Premises

Teachers have the power to discipline pupils for misbehaving outside the school premises "to such an extent as is reasonable". This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, or in a town or village centre. Where bullying outside school is reported to school staff, it should be investigated and acted on. (*DFES guidance -preventing and tackling bullying oct 2014*)

The headteacher should also consider whether it is appropriate to notify the police or anti-social behaviour coordinator in their local authority of the action taken against a pupil. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police should always be informed. In all cases of misbehaviour or bullying the teacher can only discipline the pupil on school premises or elsewhere when the pupil is under the lawful control of the staff member

The Responsibilities of Parents

We ask our parents to support their children and the school by:

- Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying.
- Advising their children to report any bullying to a member of staff and explain the implications of allowing the bullying to continue unchecked, for themselves and for other pupils.
- Advising their children not to retaliate violently to any forms of bullying.
- Being sympathetic and supportive towards their children, and reassuring them that

appropriate action will be taken;

- Keep a written record of any reported instances of bullying
- Informing the school of any suspected bullying, even if their children are not involved; Co-operating with the school, if their children are accused of bullying, try to ascertain the truth.
- Pointing out the implications of bullying, both for the children who are bullied and for the bullies themselves.

Parental Online Safety Advice

Please follow this link to view our parent's online safety information.

<https://www.mysnhs.net/online-safety-1>

Mobile Phone Safety

Advise your children:

- To only give their number to family and friends they know well and trust.
- Not to be persuaded by anyone to confide very personal information about themselves or to do anything which they would be ashamed or embarrassed by if it was later circulated to others online.
- To think very carefully before sending any pictures and video clips of themselves – these are easy to change and could end up in the wrong hands.
- Not to reply to text or picture messages that they don't want to receive – the best way to deal with bullying is not to react.
- Not to leave their name on their voicemail as this confirms to any callers that it's their mobile.
- To tell someone they trust if anyone uses a camera phone in a way that makes them feel uncomfortable.
- Not to leave their mobile unattended.
- Not to leave their Bluetooth on and use a generic, not a personal name.

What to do if your child is bullied by mobile phone:

- If the bullying is serious or involves offensive content, then inform the Police.
- If the bullying doesn't stop, then change their phone number. Call the provider's Customer Service team.
- Don't delete nasty messages – you may need to show them to teachers or the Police.

Allegations against Staff

Sturminster Newton High School believes that all members of the school are entitled to protection from bullying. Inappropriate behaviour between students or staff will not be tolerated and any concerns or allegations of impropriety will be dealt with quickly, fairly and sensitively through the Allegations Policy.

Any staff disclosing information regarding inappropriate behaviour by colleagues, will be listened to and supported by SLT, in line with the Whistle Blowing Policy.

SANCTIONS

When behaviour does not meet expectations we employ a range of strategies to address the situation. These are noted below and are not in any particular order. The school's rationale for imposing a sanction is to correct behaviour and realign students' actions. The level of response will depend on the seriousness of the offence, whether or not it has happened before and the student's previous disciplinary record. Clearly, if a student has not corrected their behaviour,

from a previously imposed sanction, this makes the matter more serious and a more significant sanction might apply than would otherwise have been the case.

Sanctions include: (placed in no order of severity)
verbal reprimand-‘expectations reaffirmed’
letter, email or phone call home
detention at break time, lunchtime or after school (see below)
involvement of pastoral staff
being placed On Report for a period of time
meeting with parents
Single Learning Plan (see below)
Pastoral Support Plan (see below)
removal of privileges
referral to a more senior member of staff
removal from lesson(s)
use of isolation for an internal suspension
fixed term suspension (see below)
permanent suspension (see below)

When a student does not meet the expectation of a member of staff information is recorded on SiMs and passed to the form tutor who will monitor their behaviour across the school. A sanction may well then be imposed in direct response.

If poor behaviour has resulted in damage to the school or property the student would be expected to remedy the situation and this may include payment for repair or replacement. Any previous record is taken into account when responding to issues.

There may be occasions where it may be perceived that inconsistency of approach is taken. The school would always acknowledge that equitable decisions are important, but also that every situation is different, history of behaviour is different and students’ response to previous sanctions is different. This may equate to a different school response from one student to another.

Detentions

Students may be detained during break or lunch times, or after school. Parents/carers will, in most cases, be given forty-eight hours’ notice of any after-school detention. However, in some circumstances a student may be kept in on the same day and the school will discuss this with parents if this is the case. In the interests of safety a student’s circumstances (e.g. travelling arrangements) will be taken into consideration.

Please note that parents’ permission is not required for a teacher to detain a student, we inform parents so they can be aware that it is happening. **Provided that efforts are made to find a mutually convenient time students/parents cannot refuse.**

Internal Suspension

Where it is felt appropriate to consider a significant sanction but that an external suspension is excessive, the school may apply an internal suspension, in which case the student will be withdrawn from timetabled lessons to work in the inclusion room. During this time the student is detained at break and lunchtime. The student concerned is then able to continue with their studies for the duration of their internal suspension.

Students not in the correct uniform will work in the inclusion room until the issue is resolved.

Suspension

Suspension from school is usually reserved for serious offences or persistent misbehaviour. Suspensions are applied to emphasise the gravity of the offence and to recognise that a period of reflection is appropriate. They may be permanent, for a fixed time.

Permanent suspension is rare, but may be appropriate in some cases. Guidance from the DCSF states *“permanent suspension should be considered for serious breaches of the behaviour policy and where a pupil remaining in school would seriously harm the education or welfare of the pupil or others in school”*. Sometimes it will be appropriate where there is a history of misbehaviour, where other sanctions have already been applied and/or other strategies used without leading to the necessary improvement. Acts of racism and acts of bullying will be considered for suspension. However, in some exceptional cases, it will be appropriate for a first or “one off” offence, which might include:-

- a) Serious actual or threatened violence (Physical and/or Verbal) against another student or member of staff
- b) Sexual abuse/assault
- c) Possession of illegal substances
- d) Carrying offensive weapons

Alternatively, where there are breaches of this policy (including persistent disruptive behaviour) which require a significant response but where these are not serious enough to warrant permanent suspension, a “fixed term” external suspension may be applied in which case the student does not attend school and works at home. This would usually be ‘fixed term’ i.e. a defined number of days.

Parents/carers have a duty to ensure that their child is not present in a public place in school hours during the suspension unless there is reasonable justification for this. Penalty notice may be issued from the local authority if your child is present in a public place during school hours on the specified date. If so, it will be for you to show reasonable justification. Work will be set for your child to be complete.

In the event of a suspension you may wish to contact Mrs V Day, Suspension Officer, 01305 228658 or e-mail victoria.day@dorsetcouncil.gov.uk who can provide advice. You may also find it useful to contact the Children’s Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted on 0808 802 0008 or on <http://www.childrenslegalcentre.com/>. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.

In a situation where the School is considering applying an external suspension, a detailed investigation will be carried out (which may include obtaining a written statement from the alleged offender, although this might not always be possible). An account will then be made to the Headteacher who will consider the matter. The Headteacher will then reach a decision as to whether or not to exclude the student or apply any other sanction.

In reaching any decision, the Headteacher must first ensure that a thorough investigation has been carried out and then decide (on the “balance of probabilities” not “beyond reasonable doubt”) whether the student acted as alleged. If so, they will decide the appropriate sanction to apply taking into account not only the seriousness of the behaviour under consideration but also the previous behaviour of, and sanctions applied to, the student.

Confiscation of Inappropriate Items

What the law allows

- there are two sets of legal provisions which enable school staff to confiscate items from pupils:
 - The general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil’s property as a punishment so long as it is reasonable to do so. It also protects them from liability for damage to, or loss of, any confiscated items. Confiscated items may be dealt with in a variety of ways depending on the nature of the item. This may be:

- contacting a parent/carer to collect the item
- disposal
- handing to the Police
- and/or returned to the student after a suitable period
- Power to search without consent for prohibited items including weapons, knives, alcohol, illegal drugs, stolen items, fireworks and any item banned by the school rules. (The legislation sets out what must be done with prohibited items found as a result.)

SCHOOL POLICY WITH REGARD TO DRUGS EDUCATION AND PUPILS IN DRUG RELATED OFFENCES ON SCHOOL PREMISES

The school will continue to develop awareness about drug misuse. Its Aims are to:

- develop perceptions of self-esteem and self worth;
- improve self knowledge, particularly in terms of 'risk taking';
- develop positive attitudes to healthy lifestyles, challenging and attempting to modify unhealthy attitudes, particularly with regard to drugs which may lead to behaviour detrimental to health.
- develop social skills, including making informed choices, communicating, being assertive and resisting pressures from peers and from advertising, to desist from behaving in ways which may be damaging to health.
- to increase awareness and provide up to date and accurate information about issues relating to drugs.

The school will also seek to provide education about drugs to teaching staff, parents and Academy Committee and undertake targeted prevention when they have concerns about an individual student or group of students.

Sanctions

1. Academy Committee, parents, police and teachers will expect the school to take a strong line on drug related offences.
2. In proven cases of possession, use, production or supplying of illegal drugs on school premises, Sturminster Newton High School will use the strongest sanction i.e. permanent suspension - as a statement of education, as a deterrent to possible offenders and for the protection of other students.
3. If what is thought to be an illegal drug under 'The Misuse of Drugs Act' (1971) is found in the school, the police must be notified and the drug taken into the possession of the Headteacher, this confiscation taking place in the presence of a witness. Parents will be informed and made aware of the involvement of the police. A receipt from the police for the materials should be obtained.
The pupil may be excluded for up to one week for investigation of the incident to proceed. If the case is proven and a pupil has been in possession, used or passed on illegal drugs, or mis-used prescribed drugs, then permanent suspension may be imposed.
4. The Locality Social Worker will be informed of any resulting suspension and act as liaison for any plan involving outside agencies. Parents will be made known of their right to appeal.
5. In the event of an appeal, Academy Committee should be able to support the suspension unless new evidence is supplied showing that there is reasonable doubt about

the facts of the case.

6. Where pupils have been excluded from school, it is the LEA's responsibility to place them in an alternative educational establishment.

7. In the case of the LEA approaching Sturminster Newton High School with an excluded pupil from another school, for a drug-related offence, there may not be immediate or easy acceptance of the pupil by the school. An admission panel consisting of Headteacher and designated Academy Committee may consider the circumstances of the case, and in particular whether it relates to the use of or dealing in drugs, in which cases the risk of any repetition must be taken into account. The character reference of the excluding school will also be taken into account.

8. If the admission panel approves entry, they will establish conditions for the place to be granted. The contract and specifics of such conditions may vary at the Academy Committee's discretion, but must always include a probationary period of up to one term, within which time the behaviour of the pupil will be monitored and reported to the Headteacher on a weekly basis. If conduct is not satisfactory, the pupil need not be granted a permanent place at the school. Any recurrence of a drug-related offence will lead to suspension.

On no account will the school accept a student excluded from more than one school for a drug-related offence.

There is no compulsion on the school to admit a particular pupil, but the Academy Committee will bear in mind a degree of reciprocity with schools accepting pupils from Sturminster Newton High School for similar offences and when appropriate the school will use the Local Authorities Managed Move protocol.

IMPORTANT DATES for the ACADEMIC YEAR 2023-2024

Term Dates for the Academic Year 2023-2024

Autumn Term: Monday 4th September (Inset day) Tuesday 5th September (Year 7 and Sixth form only) Wednesday 6th September (All students return to school) – Friday 15th December 2023

Spring Term: Tuesday 2nd January (Inset Day) – Thursday 28th March 2024

Summer Term: Monday 15th April – Wednesday 24th July 2024

Half term: Monday 23rd October – Friday 27th October 2023

Half term: Monday 12th February – Friday 16th February 2024

Half term: Monday 27th May – Friday 31st May 2024

Inset Days

Monday 4th September 2023

Friday 29th September 2023

Friday 24th November 2023

Tuesday 2nd January 2024

Monday 19th February 2024

Year 10 Work Experience (inclusive)

Provisional Work Experience: 8th July– 19th July 2024

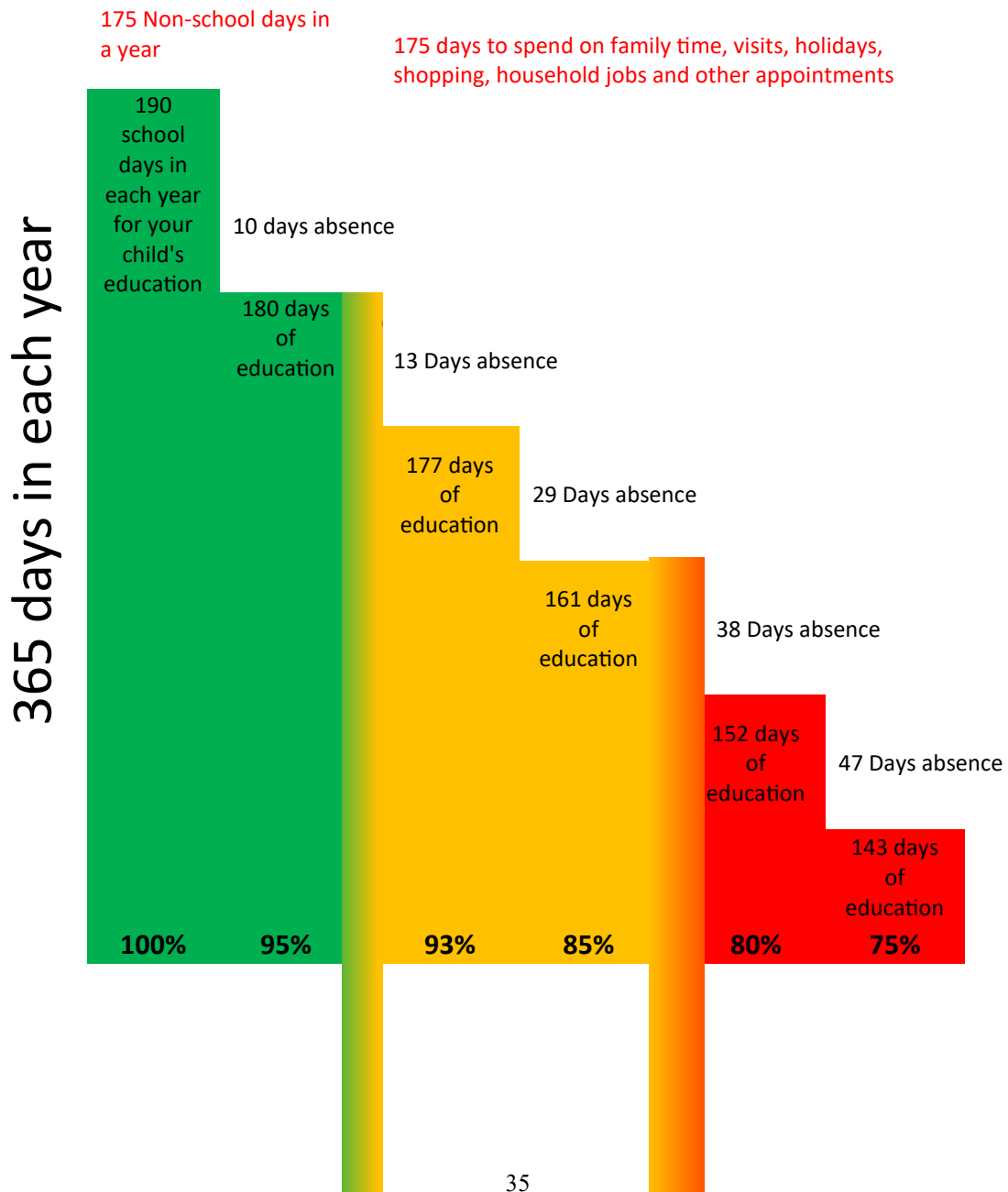
Year 7-9 Activities Week (inclusive)

Provisional Activities Week: 15th July– 19th July 2024

ATTENDANCE

- Days off school add up to lost learning
- Parents, please don't let your children miss out on the education they deserve
- Every day counts

If you are worried about your child's attendance, please talk to your child's Form Tutor or Head of Year.



Good

Best chance of success.
Gets your child off to a
flying start.

Worrying

Less chance of success.
Makes it harder to make
progress.

Serious Concern

Not fair on your child.
Possible legal action!

Sturminster Newton High School
Bath Road
Sturminster Newton
Dorset DT10 1DT

Tel: 01258 472642

www.mysnhs.net

E-mail: office@mysnhs.net

