



Wadebridge School Behaviour for Learning Procedure

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Wadebridge School in July 2025

This policy and its contents are made available to all Wadebridge School Staff and observed by all Trustees

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Linked policies

Behaviour Policy

Suspension and Exclusion Procedure

Alcohol and Substance Policy – Published September 2025

Wadebridge School behaviour procedure aims to set out how Wadebridge School develops and maintains good behaviour and positive working relationships in and out of the school community through clarity of expectations and systems, investment in routines, and highly effective communication.



1. In-Class Behaviour

1.1 All staff and students are expected to follow our Active Listening Routine: “3, 2, 1, Hands Free, Eyes on Me.” This ensures that students are sitting upright, looking at the teacher, with nothing in their hands, and maintaining complete silence. This means no talking, calling out, shouting out, whispering, or murmuring.

1.2. Students arrive at classes on time in the correct uniform and with the correct equipment.

1.3. Teachers arrive at the classroom on time and with their lesson and resources planned and ready.

1.4. WARN - Where students do not follow the focus routine, where they disrupt the teaching or learning, or where a student presents a poor behaviour, students receive a verbal ‘warning’; it is not necessary for the classroom teacher to record this on Class Charts.

1.5. MOVE – Where the poor behaviour is repeated or continued, students receive a verbal ‘move’ and the students will be asked to step outside the classroom to reset their behaviour or their seating plan in the classroom will be changed to support positive decisions. This will be also recorded on Class Charts as ‘-1 point sanction’. Students are not removed from lessons for a ‘-1 point sanction’.

1.6 REMOVE - Where the poor behaviour is repeated or continued, students will be asked to leave the lesson and continue the remainder of the lesson in the departmental parking room. Students will receive a ‘-2 point’ sanction for significant poor behaviour or as an escalation from a ‘-1 point’ behaviour. Students are removed from lessons for a ‘-2 point’ and placed in the departmental parking room to avoid disruption to other students' learning.

When a student receives a ‘-2 point’ sanction, they will automatically receive a 10-minute centralised ‘Headteacher Detention’ at the next social time (break or lunch) and this will be shared by the classroom teacher or CAL at the end of the lesson. If a student does not attend this detention, this may be escalated to an afterschool detention or they may be placed in the school’s Reflection Room (RRS) the next day of school.

1.7 Serious incidents are dealt with outside the WARN/MOVE/REMOVE process via the ‘ON CALL REMOVE’ system as a ‘-3 point’ sanction. Students will automatically be placed in the Reflection Room (RRS) to complete a student reflection and spend the remainder of that lesson plus one timetabled lesson, and the next available social time (break or lunch). Parents/carers will be informed via telephone. It will be at the discretion of the school as to any further sanctions issued following the incident.

1.8 Where a student’s behaviour requires support from the senior team, a student will receive an ‘ON CALL SUPPORT’ as a ‘0 point sanction’ on Class Charts and a member of the senior team will attend to address the behaviour.



1.9 Where a student truants a lesson, they will be issued a 'Truancy' (-2 point sanction) on Class Charts and placed in Headteachers Detention at the discretion of the Head of Year or Senior Staff member.

2. Out of Lesson Behaviour

2.1. Students are expected to walk calmly, respectfully and sensibly around the school.

2.2. Staff are positioned at their classroom doors during lesson changeover. Every student will be greeted with a positive interaction and a reminder of expectations as they enter. Students are expected to enter the room quietly, allowing the lesson to begin promptly and calmly.

2.3. Students should not push and shove each other.

2.4. Students not walking calmly, respectfully and sensibly around the school may receive a 'WARN' (0), or 'MOVE' (-1) sanction for repeated behaviours and may receive a 10-minute centralised 'Headteacher Detention' at the next social time (break or lunch) and this will be shared by the member of staff.

2.5 Serious incidents out of lessons are dealt with outside the named reminder process via the 'ON CALL REMOVE' system '-3 Point sanction'. Students will automatically be placed in the Reflection Room (RRS) to complete a student reflection and spend the remainder of that lesson plus one timetabled lesson, and the next available social time (break/lunch). Parents/carers will be informed via telephone. It will be at the discretion of the school as to any further sanctions issued following the incident.

3. Uniform and Equipment

3.1 The school publishes a full list of expected equipment and uniform on their website.

3.2 Uniform and equipment are checked by Year Teams and Tutors every morning during the Wadebridge Welcome and Tutor Time.

3.3. Students without the correct uniform and/or equipment, are supported as follows:

(1) Before school and tutorial: students are lent uniform to wear that day or given equipment for their lessons. There is no negative recorded on Class Charts for this supportive measure, however persistent uniform or equipment issues will be followed up by the tutor and year teams.

(2) After tutor time: '*Responsibility - Uniform Assist*' (-1 point sanction) is issued by the classroom teacher and the Year Team or On Call member of staff will assist the uniform to the student. It is the student's responsibility to wear the correct uniform.

(3) If unresolvable, student will automatically be placed in the Reflection Room (RRS) until the issue is resolved.



3.4. For students refusing to engage with uniform support, the following will happen:

- (1) Reflection Room (RRS) placement until resolved.
- (2) Contact home to share with parents/carers and to aim to find a resolution.

3.5 If a student's uniform is not worn correctly, a student may receive a '*Responsibility - Uniform Reset*' (-1 point sanction), and will be asked to reset their uniform to meet the correct school standard.

4. Serious Behaviour Warranting Suspension

4.1 Some serious behaviour breaches are normally dealt with by suspension. These include:

- Discriminatory Behaviour or Language - ALL instances, including use of racist, homophobic, biphobic, transphobic, misogynistic, or ableist language, is met with a zero-tolerance response and will receive a suspension and possible permanent exclusion. This includes what some might suggest is casual derogatory language for example 'that's so gay', 'it's gay' etc. This list is not exhaustive.
- Truancing from lessons and refusing to access the support offered by staff.
- Walking away from staff; ignoring or defying staff (unless it puts student safety at risk), being beyond the control off school, repeated refusal to follow instructions or access support.
- Persistent disruption of lessons and the school community.
- Disrupting the Reflection Room persistently.
- Extreme defiance.
- Bullying.
- Swearing at or about a member of staff (even if under breath).
- Fighting.
- Inappropriate use of photographing/filming staff or students at school.
- Posting inappropriate social media content even if out of school hours.
- Refusal to submit a mobile phone which has been confiscated.
- Vaping or Smoking on school site, or when wearing school uniform or representing the school in the wider community (out of school).
- In possession of banned items e.g. vaping or smoking paraphernalia, alcohol etc.

This list is not exhaustive but instead is used to detail the range of behaviours which could lead to suspension.

4.2 Some serious behaviour breaches will normally be dealt with by means of Permanent Exclusion.

These include, but are not limited to:



- Fighting which results in serious medical treatment, stamping, kicking in head, headbutting, striking when the other party is on the floor.
- Bringing a weapon onto the school site.
- Repeated discriminatory behaviour or language, including use of racist, homophobic, biphobic, transphobic, misogynistic, or ableist language, is met with a zero-tolerance response.
- Carrying or supplying drugs or alcohol on the school site or being under the influence of either whilst in school.
- Persistent bullying.
- Sexual abuse or assault.
- Persistent disruptive behaviour.
- Malicious allegations regarding students and/or staff.

This list is not exhaustive.

5. Use of Reasonable Force

5.1 The Law - Under s. 93 Education and Inspections Act 2006, all members of school staff have a legal power to use reasonable force on and off school premises where the member of staff has lawful control, or is in charge, of the student concerned. The decision on whether or not to physically intervene is down to the professional judgment of the member of staff concerned and has to be judged on a case-by-case basis.

5.2 Control means either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of a classroom.

5.3 Physical restraint means to hold back physically or to bring a student under control in more extreme circumstances, for example, when two students are fighting and refuse to separate without physical intervention. School staff should always try to avoid acting in a way that might cause injury, but the law recognises that in extreme cases it may not always be possible to avoid injuring the student.

The kinds of extreme situations include:

- preventing a student from attacking a member of staff or another student.
- restraining a student at risk of harming themselves through physical outbursts.
- preventing a student leaving the classroom to keep them safe.
- preventing a student behaving in a way that disrupts learning, a school event or a school trip/visit.



6. Mobile Phones

6.1 Mobile phones are not to be either seen or heard anywhere on the school site until 3pm where mobile phones may be used outside of buildings only.

6.2 Parents can contact their children by telephoning or emailing the school office for messages.

6.3 Students can request to use the office phone to phone home in emergency situations and at the discretion of the school staff.

6.4 Students using their mobile phones, or if they are seen or heard, will have them confiscated until the end of the day, when the phone can be collected from the school office by the student.

6.5 In the instance of repeated usage of a mobile phone on school premises, students will be required to hand their phone into the office every morning for an extended period of time, at the discretion of the school, or parents will confirm a student has not brought a phone onto the school premises.

6.6 For instances of students refusing to hand over their phone:

(1) Extended confiscation i.e. hand in their phone at the start of the next day.

(2) Suspension.

7. Detentions

Wadebridge School detention procedures seek to be in line with government advice. The key points to note are:

- Schools are entitled to give detentions which take place within the school day e.g. break and/or lunch, but students must be given an opportunity to eat, drink and visit the toilet. Therefore, at Wadebridge School, a break time detention will be no more than 15 minutes long and then there are at least 5 minutes left to eat, drink and go to the toilet if needed. Students must arrive at their detention promptly.
- An After-School Detention will have the duration of up to 60 minutes after school. The school will inform parents via telephone or email if an After-School Detention has been put in place. Government guidance affirms that schools do not have to give parents notice of After-School Detentions or tell them why a detention has been given. Wadebridge School will endeavor to communicate the rationale behind the issuing of a detention. It is the student's responsibility to attend this scheduled detention and parental responsibility to provide transport home after the detention. Students must arrive at their detention promptly.



8. The Reflection Room (RRS)

8.1 Students are escorted by members of staff or sent to The Reflection Room (RRS) and must arrive promptly.

8.2 Students on arrival must complete a student reflection as to the incident.

8.3. Students complete 2 lessons in The Reflection Room (RRS) plus a break or lunch.

8.4 Students will have a short break and lunch coordinated, but at a different time to the rest of the school. Separate arrangements for students to collect lunches from the canteen will be made.

8.5 Students repeatedly referred to The Reflection Room (RRS) are monitored by the Year Team.

8.6 Students may be placed in The Reflection Room (RRS) for a full school day for more serious incidences.

9. Behaviour Outside the School Premises

Students can be sanctioned for any behaviour that contravenes this policy, or at the Headteacher's discretion, when they are outside the school premises, especially if they are:

- taking part in any school-related or school-organised activity.
- travelling to and from school.
- wearing school uniform.
- identifiable as a student at the school.
- poses a threat to another person.
- could adversely affect the reputation of the school.

10. Wilful and Accidental Damage

10.1 If the damage is the result of reckless behaviour, e.g. running inside the building, throwing an object, etc. the school will levy a charge of up to 100% of the total repair/replacement cost. The precise amount levied will depend upon the presence of any mitigating/aggravating circumstances.

10.2 If the damage is the result of a wilful act, the school will levy a charge of up to 100% of the total repair/replacement cost. The precise amount levied will depend upon the presence of any mitigating/aggravating circumstances.

10.3 Students causing accidental damage as a result of reckless behaviour will always be subject to sanctions that include remedial action (where appropriate), suspensions and/or detention and/or lesson removal. Details of the incident will be placed on internal files.



10.4 Students causing wilful damage are likely be subject to either lesson removal or suspension and, in the most serious cases, permanent exclusion. It is at the discretion of Wadebridge School whether it is deemed appropriate to share the actions and damage with external agencies, including the police.

10.5 It is at the discretion of Wadebridge School whether it is deemed appropriate to share the actions and damage with external agencies, including the police. Thee school and the police will work together to bring about a satisfactory resolution within the guidelines above. In extreme or repeated circumstances damage may be logged as a crime. The police may also act as facilitator in acts of restorative justice that might include remedial work or conferencing with parents and other parties.

11. Medication

11.1 Carrying, supplying or taking prescription medicines illegitimately could result in a permanent exclusion. We are aware that it may be necessary for some students to take medication during the school day.

11.2 Parents/carers should complete an 'Administration of Medicines in School' form and bring it together with the medication to student reception. This form authorises our first-aid trained staff, to dispense medication on their behalf. All medication brought into school by parents/carers is stored in a locked cabinet.

12. Malicious and False Allegations

12.1 Where it is concluded that a student has made a malicious allegation against a member of staff or student, the school sanctions will be applied in a way that the school considers to be proportionate to the severity of the allegation made and its potential impact on the member of staff or student concerned.

12.2 Mitigating and aggravating factors will be examined closely, for example, the nature of the allegation or length of time for which the allegation was sustained.

12.3 In some cases, it will be appropriate to use restorative justice as a tool for supporting students to understand the consequences of their behaviour. The sanctions for malicious allegations could include placement in The Reflection Room (RRS), suspension or permanent exclusion.