



HERITAGE ACADEMY

Behaviour, Rewards & Sanctions Policy

'Indeed, I have been sent for no other reason but to perfect good character.'

(Narrated by al-Bukhaari)

The Prophet (ﷺ) said, "None of you will have faith till he wishes for his brother what he likes for himself." (Narrated by Muslim)

The Messenger of Allah (peace and blessings of Allah be upon him) himself displayed exceptional character and was himself a manifestation of excellent character to the extent that he was praised by Almighty Allah in the Qur'an: 'And you surely, possess sublime moral excellences.'

(Surah Al Qalam:4)

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This policy should be read in conjunction with our:

Safeguarding and Child Protection Policy
Equal Opportunities Policy
Care, Control and Restraint Policy
Curriculum Policy
ICT Acceptable Use Policy
Anti-bullying Policy
Online Safety Policy

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1. Behaviour, Rewards & Sanctions – Philosophy, Aims, Values

This policy is underpinned by the hadith of the Messenger of Allah (ﷺ): *"None of you will have faith till he loves for his brother what he loves for himself."* This guidance provides a model of good practice that covers all aspects of our boys' school contributing to the development of excellent behaviour and character within a positive ethos both inside and outside the classroom.

The establishment of good standards of behaviour is a whole-school responsibility of all staff in partnership with pupils and parents. Mutual support, consistency and regular communication are essential components of an effective partnership.

Courteous and caring behaviour towards others, and a sensitive spiritual awareness of the world around them is a crucial part of our provision. Each pupil will receive social, moral, spiritual and cultural education on a regular basis. Each pupil can feel comfortable to approach their teachers or pastoral staff with any issues, concerns or worries and receive the appropriate support.

Philosophy

Our philosophy is summarised in the following commitments by Heritage Academy staff:

- treat pupils with dignity and build supportive relationships rooted in mutual respect;
- always observe proper boundaries and professional distance while caring for the welfare and well-being of pupils;
- behave in a manner that is appropriate to our status as professional educators, acting in loco parentis (in place of the parent);
- accept personal responsibility for nurturing pupils' good character;
- help pupils to become reflective individuals who are able to evaluate the consequences of, and accept responsibility for, their own decisions and actions.

And to actualise the following Heritage Academy motto:

- *'Learning together today, for a better future tomorrow'* in order to create a truly productive and supportive environment, thereby enabling our pupils to succeed, whilst acknowledging that making mistakes is part of life and learning from them is the key to success.

Effective Behaviour Management is essential for the smooth running of the school. The school recognises the importance of teaching appropriate behaviour and does this explicitly through the curriculum and implicitly through example. All members of the school are expected to help maintain an atmosphere conducive to learning within a framework of mutual respect, courtesy and consideration, allowing teachers to teach and pupils to learn.

Aims

The overarching aims of the Heritage Academy Behaviour, Rewards and Sanctions Policy are:

- to promote good character and encourage achievement;
- to promote positive attitudes, committed and resilient learners who take pride in their achievements;
- to support pupils in learning self-discipline;
- to enable effective teaching and learning;
- to create a safe and secure environment for pupils and staff;
- to teach pupils to understand, accept and respect differences in individuals;
- to promote respect for all incorporating British and Islamic values;

- to promote equality especially with regards to protected characteristics.

Values

Through our positive behaviour management and excellent relationships between staff and pupils, we aim to help our pupils to develop into young adults who have the highest of ambitions and the best of character, modelling the character traits of our beloved Prophet (peace be upon him).

With particular regard to the Fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs and the Heritage Academy core values: **H**onesty, **E**ndeavour, **R**esilience, **I**magination, **T**olerance, **A**mbition, **G**rowth and **E**xcellence. We aim to nurture sincerity, truthfulness, gratefulness and compassion in every child's character.

At Heritage Academy good work and behaviour is praised and rewarded whereas, poor behaviour is managed in an assertive way with consequences and reflection.

In order to accomplish this, it is essential that pupils are given a clear set of rules which they can understand and follow. For those pupils who may fail to follow the rules, there are a clear set of consequences which will follow. Both rewards and sanctions will be used by staff to promote a positive ethos. Clear rules, fair consequences and accountability reinforce the Fundamental British Value of the rule of law.

The Headteacher is responsible for implementing this policy and supporting consistent practice. Staff must model expected behaviour, apply rewards and sanctions fairly, record incidents and undertake relevant training. Pupils and parents are expected to support the school's expectations.

The proprietors oversee the effectiveness and fairness of this policy. The Headteacher will review behaviour records, including repeated sanctions, bullying, discriminatory incidents, suspensions (temporary exclusions for a specified period) and restrictive interventions, and report significant patterns to the proprietors. Reviews will consider SEND, disability and other relevant pupil characteristics, and whether additional support, adjustments or staff training are needed.

2. Rewards

High levels of motivation should be developed in various ways. In particular, the achievements and contributions of pupils, both as individuals and groups, should be recognised and commended. Encouragement, praise and reward are an essential part of positive behaviour and these should be embedded in all interactions with pupils.

Rewards at Heritage Academy start in the form of merits which are issued by a member of staff. Pupils with the highest number of merits in a variety of categories, such as year group, subject etc., receive a certificate and a reward at the end of each term.

Merits are awarded by staff to pupils as recognition for positive behaviours and academic excellence. School council record merits given by staff in their planners and then have them recorded by admin staff on the rewards database. This helps give pupils a sense of ownership of rewards and is in line with supporting pupils to develop independence. All merits are recorded on the rewards database and this is regularly monitored by the Headteacher to evaluate. Recognising

pupils' positive contributions to the school community also reinforces mutual respect and shared responsibility.

Merits should generally be awarded for excellent work above and beyond that which is normally achieved by a pupil. Merits are awarded for a wide variety of reasons outlined below:

- Verbal/ written recognition of performance
- Display of work around school
- Recognition in form time
- Excellent progress in social or academic learning
- Exam performance
- Excellence in any aspect of school

3. Sanctions

Pupils will not always behave in line with school expectations and the school will, as a result, implement proportionate sanctions alongside appropriate support.

Before deciding a sanction, staff will consider the pupil's age, understanding, SEND or disability, medical and emotional needs, safeguarding concerns and other relevant circumstances. Staff will consider underlying or unmet needs, consult the SENCO where appropriate, and make reasonable adjustments where required. The sanctions grid is a guide; outcomes are not automatic, and support and sanctions will be considered individually.

Where behaviour raises a safeguarding concern, staff must inform the DSL or deputy without delay and follow the Safeguarding and Child Protection Policy. Disciplinary action must not delay or replace safeguarding action.

The school sanctions grid gives guidance on responding to pupils who fall short of school expectations; these expectations apply to behaviour in person and online.

The usual procedure is that a reminder about appropriate behaviour is given to a pupil prior to a sanction being implemented. However, this is not always appropriate for more serious breaches of behaviour, for example, for prejudice-based behaviours which would fall into serious inappropriate conduct for which there is zero tolerance.

The school has a zero-tolerance approach to racism, Islamophobia, anti-Semitism, sexism, misogyny, misandry, homophobia, sexual harassment and sexual violence. This includes:

- Racist language or behaviour
- Homophobic, biphobic or transphobic language or behaviour
- Disablist language or behaviour
- Derogatory language or behaviour related to religion or belief
- Unwanted sexual comments or jokes
- Physical behaviour such as deliberately brushing against someone or interfering with them or their clothes
- Online sexual harassment, including unwanted sexual comments and messages (including on social media), sharing of nude or semi-nude images, and upskirting
- Harmful sexual behaviour (HSB) which exists on a continuum from inappropriate sexual behaviour through to sexual violence

This zero-tolerance approach is underpinned by our planned programme of Personal, Social, Health and Economic education which includes Relationships and Sex Education (RSE), which is

delivered regularly and tackles issues such as boundaries, consent, body confidence, stereotyping, sexual harassment, and healthy relationships.

All incidents of prejudice-based language or behaviour will be recorded, investigated, and appropriate sanctions applied. Parents will be informed, and repeat incidents will be treated more seriously in terms of sanctions. This reinforces the Fundamental British Values of mutual respect and tolerance of those with different faiths and beliefs, including those with no faith.

All incidents of sexual harassment or sexual violence will be treated as safeguarding matters requiring an immediate response from the DSL. Where established, such behaviour may constitute Gross Inappropriate Conduct may lead to suspension or permanent exclusion where justified by the circumstances. Decisions will consider the safeguarding assessment, seriousness, context and needs of those involved.

Sanctions normally take the form of a detention, followed by a pupil conversation with the teacher, pastoral staff or the Headteacher. The Headteacher may also request other reasonable duties or sanctions, such as a letter of apology, litter duties or tidying duties. These must be safe, age-appropriate and respectful of the pupil's dignity. More serious or repeated sanctions will involve a meeting with parents.

4. Sanctions Grid (see next page)

Staff will use the grid as a guide, considering the behaviour and the individual circumstances. Sanctions must be proportionate; the Headteacher may adjust the response where justified. Serious incidents may warrant consideration of suspension or permanent exclusion without earlier stages being exhausted.

1. TEACHER DETENTION In-class behaviour (up to 15 mins)	2. TEACHER DETENTION In-class behaviour (30 mins)	3. SCHOOL DETENTION Out-of-class behaviour (30 mins)	4. ISOLATION Headteacher authorisation; see section 7	5. EXCLUSION Headteacher decision; 1 day or more, see section 7
Missing / unsigned planner (PL)	Repeat column 1 (REP /)	Name calling (NCB)	Extortion (EXT)	Setting off a false fire alarm (FFA)
Eating/Drinking in lessons (FD)	Name calling (NCA)	Failure to attend detention (FTA)	Behaviour that endangers others (DAN)	Swearing at a member of staff (SWST)
Uniform worn incorrectly (UNI)	Inappropriate class behaviour (UB)	Distracting behaviour/Noises (DB2)	Theft (THF)	Bringing/consuming/supplying drugs (BCD)
Shouting out (SHO)	Distracting Behaviour/Noises (DB)	Inappropriate language (ILB)	Bringing smoking/vaping items (SMF)	Sexual or physical abuse (SPA)
Disruption (TT)	Inappropriate language (ILA)	Damage to other’s work/property (DWO)	Bullying/ cyberbullying (BG)	Multiple periods in isolation (MPI)
Missing/incomplete/poor HWK (HWK)	Damage to other’s work/ property (DW)	Disobedience/ Defiance (DD2)	Verbal abuse (VAB)	Using/supplying smoking/vaping items (SSO)
Late to lesson (LL)	Disobedience/ Defiance (DD)	Out of lesson without a reason (NL)	Truancy (TRU)	Refusal/misconduct in isolation (RI)
Missing equipment/book (EQ)	Laughing inappropriately at others (LIO)	Loitering (LT)	Refusal to follow instructions (RFC)	AI-generated sexual imagery (AIG)
Swinging on chair (SC)	Plagiarism (PLG)	Distracting/Talking during prayer (DTP)	Inappropriate sexualised behaviour (SXB)	Discriminatory behaviour (DCB)
Off task / (OT)	Throwing equipment (TE)	Chewing gum (CW)	Abuse of school property (VAN)	Racism (RAB)
Low-level misconduct (IC)	Inappropriate conduct (IC2)	Out-of-class misconduct (IC3)	Rudeness/Disrespect to staff (RTS)	Islamophobia/Anti-Semitism (IAS)
			Persistent misconduct (SIC)	Pushing/shoving (PS)
For columns 1 and 2: <ul style="list-style-type: none">Give a reminder/warning before applying a sanction. For all sanctions: <ul style="list-style-type: none">Explain the reason and the behaviour expected.Consider proportionality, individual needs and adjustments.Sanction the behaviour, not the person.Outcomes are not automatic: follow sections 3 and 7 and safeguarding procedures.				Fighting/ Assault (FTG)
				Malicious allegation (MAL)
				Persistent bullying (of any type) (PBG)
				Making/sharing nudes/semi-nudes (NSN)
				Gross inappropriate conduct (SIC2)

For all sanctions from any column on the sanctions grid, staff must ensure they are logged with reception staff and recorded on the sanctions database; this will be regularly monitored by the Headteacher to evaluate behaviour in school and to intervene where necessary. All detentions are supervised by a member of SLT or pastoral staff.

5. Expectations in class

Minor offences within classroom (Column 1 and 2)

For all these minor offences it is our school policy that staff should first speak to pupils and encourage them to be more responsible towards their behaviour in a manner guided by the teachings of the Quran and the guidance of our Prophet (peace and blessings of Allah be upon him).

For column 1 behaviour, a short detention of up to 15 minutes can be issued which, in isolation, does not require a formal notification to parents. This detention can take place during break time, lunchtime or after school. The member of staff issuing a detention must ensure names are given to reception/ admin staff, who will record details of all detentions on the sanctions database (see below).

Pupils have a responsibility for maintaining an appropriate learning environment in the classroom. All pupils must ensure they promote a safe and productive atmosphere in which all pupils can achieve. Disruptive behaviour hinders the education of others and is unacceptable at Heritage Academy.

Pupils must:

- be on time to lessons;
- enter and leave rooms quietly and sensibly without pushing, shoving or shouting;
- get their equipment ready and planners out as soon as they enter the classroom;
- always follow instructions - not challenge or argue;
- stay on task and work as hard as possible - not disrupt the learning of others;
- put hands up to speak or if they need help -not interrupt;
- respect others - not tease or 'blaze';
- use appropriate language -not swear or argue;
- ensure they keep their hands, feet and other objects to themselves;
- wait for the teacher to dismiss them at the end of the lesson;
- remember that the teacher is in charge - not the pupil;

Column 2 behaviour will normally be dealt with by the classroom teacher through a 30-minute detention, subject to the individual considerations in section 3. Any teacher may issue these detentions Monday to Friday; they are usually at the end of the school day. For 30-minute detentions, the member of staff must ensure names are given to reception staff, who will record details of the sanction and inform the pupil's parents/ carers either in person, by phone or text message. Parental contact will be recorded on the sanctions database.

The teacher must ensure the pupil has written the detention in their planner and that reception staff have contacted parents/carers of this detention if required. Parents can request 24 hours' notice for any detention over 15 minutes. Where a parent makes such a request, the school will provide this

notice except in exceptional circumstances where immediate detention is necessary for safety or safeguarding reasons.

Before setting a detention, staff must consider safety, suitable travel arrangements, medical appointments, caring responsibilities and relevant individual needs. Parents will be informed where needed for safe arrangements, including for a short detention. Lunchtime detentions must allow reasonable time to eat, drink and use the toilet. Attendance at the detention must be recorded on the sanctions database.

6. Expectations in and Around School (Column 3)

For the safe movement of pupils around the school site, it is important that all pupils move in an orderly way around the school during lesson changeover, break and lunch. Heritage Academy is an inclusive school and there may be pupils on the school site who suffer medical conditions which means that they may be more vulnerable to injury if there is a lack of order on the school site.

All staff must be vigilant at all times for misbehaviour around school. If any misbehaviour is seen, and a sanction is given, reception/ admin must be informed.

Around the school pupils must:

- always follow instructions first time, not challenge or argue;
- walk around school, not run or linger;
- move around school silently and quickly get to lessons using the most direct route;
- be polite and respectful to all the people in school;
- not push, shove or name call;
- not damage others' property;
- keep the school buildings clean and tidy;
- not graffiti or litter anywhere at any time;
- ensure all food & drinks are consumed at break and lunch time;
- leave the playground punctually at the end of break and lunchtime.

7. More serious sanctions

Isolation (Column 4)

For behaviour identified in column 4, the Headteacher may authorise a proportionate period of isolation (internal removal), normally up to one day. Any extension must be expressly authorised and reviewed by the Headteacher. Parents will be informed on the same day. Pupils remain in school, supervised by an appropriate member of staff, with suitable work and pastoral support, and access to food, water and toilets. Participation in special events will be considered individually.

Isolation is distinct from suspension and from seclusion used for immediate safety. Pupils must not be locked in or prevented from leaving as a punishment. Any necessary safety intervention must follow the Care, Control and Restraint Policy. Repeated isolation will prompt a review of underlying needs, support and its effectiveness.

Any child who is out of the classroom for behaviour-related reasons for any length of time must have a meeting with a pastoral member of staff or with the headteacher before going back into the classroom.

Severe Offences (Column 5)

The very serious offences in column 5 may lead to suspension (temporary exclusion for a specified period) or permanent exclusion, where the circumstances warrant it. Only the Headteacher may make this decision. Before deciding, the Headteacher will investigate, give the pupil an opportunity to explain, consider the evidence and relevant SEND, disability, safeguarding concerns, mitigation, previous support and adjustments, and assess the impact on the school community. A serious incident may justify action without earlier sanctions being exhausted.

Parents will be informed promptly and receive written reasons, the duration and return date for any suspension, and details of how to request a review or appeal. A suspension must have a clear end date and must not become an informal or indefinite exclusion. Suitable work will be provided during suspension and a reintegration meeting and support will be arranged for the pupil's return.

Parents may raise concerns about a sanction with the Headteacher and use the school's published Complaints Procedure to request further review, including a panel hearing where applicable. The written decision will identify the contact route and applicable timescales. A reviewer must not have been directly involved in the decision; a complaints panel will include a member independent of the school's management and running. A complaint about the Headteacher must follow the route to the proprietors in that procedure.

Continued Unacceptable Behaviour

For pupils who consistently fall below our behaviour standards, pastoral staff or the Headteacher will agree a behaviour support plan with the pupil and parents. It will identify needs, triggers, strategies, achievable targets, the responsible member of staff and a review date. The school will consider whether SENCO involvement or external advice is needed. Serious incidents may still require immediate action.

Chewing Gum

The school is a chewing gum free zone. Any pupil chewing gum in school whether in the classroom or around school will be sanctioned as per the sanctions grid.

Mobile Phones

Heritage Academy is a mobile phone-free environment in line with DfE guidance. Pupils are not permitted to use mobile phones or similar devices during the school day, including during lessons, breaktimes and lunchtimes.

Pupils who are seen with a mobile phone during the school day will have it confiscated immediately. Confiscated phones will be deposited in the school office and can only be collected by a parent/carer. Parents need to make an appointment with the headteacher to discuss the seriousness of bringing a phone into school.

Bringing a mobile phone into school or using a mobile phone during the school day, will result in a 30-minute detention for distracting behaviour (DB). Persistent mobile phone infractions will be treated as serious inappropriate misconduct.

In exceptional circumstances, parents may submit a written request for the Headteacher to approve a phone being brought to school and left in the office; this must be a non-smart, non-internet accessible phone. What constitutes an exceptional circumstance is decided by the Headteacher, but an example is where a pupil travels a long distance from home and comes to school on the bus.

Necessary reasonable adjustments, including access to a smartphone used to manage a medical condition or disability, will be agreed individually and recorded with clear conditions for its use.

Reports

Pupils may be put on report to help them manage their behaviour. Reports will set clear targets and a review date. Parents should sign reports daily and pupils must show them to the issuing member of staff the next morning. If progress is unsatisfactory, staff will review the support and targets and consider proportionate further sanctions.

8. Expectations in the community

The behaviour and attitude pupils display coming to and from Heritage Academy are as important as the behaviour and attitude shown inside of school. It is vital pupils represent our school in a positive light. The expectations are taught in form time and as part of the PSHE curriculum and the school expects the pupils to respect the local neighbourhood by:

- not waiting by the school gates at the end of day unless their parents have informed the school in advance that they need to wait there;
- not asking any friends to meet them outside the gates or to enter the school premises;
- not loitering on the walls and fences of local residents or businesses;
- not causing a nuisance to local businesses;
- not littering;
- showing the utmost respect to all people in the community.

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. This includes cyberbullying, prejudice-based and discriminatory bullying.

Where bullying outside school is reported to school staff, it should be investigated and acted on. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police may be informed.

Staff also have the power to discipline pupils for misbehaving outside of the school premises when they are:

- taking part in any school-organised or school related activity;
- travelling to or from school;
- wearing school uniform;
- in some other way identifiable as a pupil at the school.

Or misbehaviour at any time, whether or not the conditions above apply, that:

- could have repercussions for the orderly running of the school;
- poses a threat to another pupil or member of the public;
- could adversely affect the reputation of the school.

9. Punctuality

Heritage Academy is committed to achieving high standards in the learning and achievement levels of our pupils. We know that pupils are better placed to fulfil their potential both academically and socially if their attendance and punctuality record is excellent.

All staff at the school as well as parents and pupils have a responsibility for maintaining good attendance and punctuality. Please see our Attendance and Punctuality Policy.

10. Uniform

See here for any updates to this section: <https://www.heritage-academy.co.uk/uniform>

It is the school uniform policy that all children wear school uniform when attending school or when participating in school organised events. Form tutors will regularly check that pupils are wearing the correct uniform.

Our policy for school uniform is based on the notion that school uniform:

- promotes a sense of pride in the school;
- engenders a sense of community and belonging to the school;
- is practical and smart;
- makes children feel equal to their peers in terms of appearance;
- is regarded as suitable wear for school and is considered by parents as good value for money;
- is designed with health and safety in mind;
- provides preparation for the future world of work.

Pupils must ensure they:

- wear the school uniform correctly and smartly;
- keep it clean.

Heritage Academy expects pupils to wear full school uniform. Where there is a breach, staff will contact parents where necessary, consider the circumstances and support the pupil to remedy it. Any sanction must follow this policy; pupils will not automatically be sent home. Pupils who are not in uniform should be asked to remedy the issue. Staff will consider the reasons and any support or reasonable adjustments required, and contact parents where appropriate. Any sanction must follow this policy.

Please note: Apart from footwear and a laboratory coat, **all uniform must be purchased from Mansuri's to ensure consistency in shades.**

- Heritage badged plain grey blazer, single breasted with no patterns.
- Heritage plain grey trousers. Must not be dragging excessively below the ankle.
- Plain white shirt: long sleeved, all buttoned up and tucked in.
- Heritage plain grey jumper/ cardigan.
- Heritage navy blue and gold tie, cotton or polyester.
- Black school shoes. No trainers or shoes that resemble trainers. Plain, no colours/ logos
- Jeans, jean cut trousers, combat trousers, tracksuit bottoms, jogging trousers and sweatshirts are not allowed. Uniform items cannot have patterns or logos other than the Heritage badge. Uniform must be in good condition. Any items with wear and tear must be replaced.
- Socks must be plain black or dark grey with no logos or patterns.
- Laboratory coat (must be purchased from the school).

PE Kit

Heritage badged polo shirt.

Heritage badged full zip top.

Heritage navy blue fleece sports bottoms.

Dark blue or black trainers. No bright colours. No excessive logos or branding.

It is Heritage Academy policy that all children wear correct school uniform when attending school, participating in school organised events and travelling to and from school. Uniform and equipment will be checked regularly. Pupils will be helped to remedy any issue, taking account of financial difficulty, SEND, disability, medical needs and other relevant circumstances. Parents will be contacted where necessary. Pupils will not automatically be sent home for incorrect uniform or missing equipment.

Jewellery

Jewellery is not allowed. Boys must not wear any rings, necklaces, arm bands, earrings or studs at all. Watches are permitted as long as they are plain and functional and do not resemble jewellery. The final decision on appropriateness will be made by the Headteacher.

Inappropriate jewellery or uniform items may be confiscated where reasonable. Items will be logged, stored securely and returned or otherwise dealt with under section 14. Necessary medical or disability-related adjustments will be considered.

Hair-cuts/Style

Hair must be kept short (above top of the ears length). Uneven haircuts where one part of the hair is short and another part is long, or where one part is shaved, design work in hair-cuts, 'Mohican' haircuts or other similar haircuts are not acceptable. Slit eyebrows are also not allowed. Colour/bleaching or design work using colour/bleaching is not acceptable.

The Headteacher will determine whether a hairstyle meets these rules, considering individual circumstances and any reasonable adjustments. Parents will be contacted and a reasonable opportunity given to remedy a breach. A haircut alone will not lead to an indefinite absence while hair grows back. Any further action must be proportionate and follow section 7.

Nails

Pupils must keep nails short in order to maintain health, safety and hygiene.

Outdoor Coats/ Hats/ Scarves

These should be dark in colour (black, grey or dark blue) with minimal lettering, pictures or logos; bright colours will not be allowed. Hoodies, sports tops, denim or leather jackets are not allowed. Balaclavas are not permitted.

Apart from a white or black prayer cap (topi/kufi) during prayer time, hats/ caps/ scarves and coats are not allowed inside the school building.

School Bags

School bags should be appropriate and big enough for pupils to carry books etc. to and from school. They should be dark in colour (black, grey or dark blue) with minimal lettering, pictures or logos; Extravagant 'designer' style bags with bright colours are not allowed.

11. Standard School Equipment

All pupils must have the following basic school equipment:

1. Black pen
2. Red pen
3. Pencil
4. 30 cm ruler
5. Rubber
6. Sharpener
7. Scientific Calculator
8. Protractor
9. Compasses
10. Highlighter
11. Glue stick
12. Pupil Planner (must be purchased from the school)

Apart from the pupil planner, all of the above equipment must be stored in a plain, see-through pencil case

Prefects/school council will check during morning form time that all pupils have the basic school equipment; this again, gives our pupils a sense of ownership and participation in the rules and standards of school. This supports the Fundamental British Value of democracy through pupil participation and shared responsibility for the school community.

12. Extremism & radicalisation

All staff must be vigilant for any signs of extremism or vulnerability to being exposed to extremism. Where there are concerns the DSL must be notified. Please see our Safeguarding and Child Protection Policy. Each case will be looked at individually and depending on the incident, appropriate steps will be taken.

The DSL will assess concerns and follow the school's Safeguarding and Child Protection Policy and local Prevent referral procedures, [seeking advice or making a referral](#) where appropriate. Parents will be involved where this is appropriate and safe; parental contact must not delay necessary safeguarding action.

No one is permitted to bring to school or distribute any literature of any shape or form whether it be digital or printed such as books, leaflets or flyers of any type without the explicit permission of the Headteacher or that which is requested by teachers in the normal course of following the curriculum at Heritage Academy. If any pupil brings extremist literature, it will be categorised as Gross Inappropriate Conduct (SIC2) and may result in permanent exclusion and a referral to local police. If any parent brings or distributes any such literature or allows their child to do so, the parent may be excluded from the premises and a referral to local police made.

13. Making or sharing of nudes or semi-nudes

Heritage Academy takes all incidents involving the making or sharing of nudes or semi-nudes seriously (also known as 'sexting' or 'youth-produced sexual imagery'). This includes images that are:

- Consensually or non-consensually shared
- Digitally altered or wholly generated by artificial intelligence (e.g., deepfakes)

All incidents involving the making or sharing of nudes or semi-nudes will be treated as a safeguarding matter and will mandate an immediate safeguarding response. The Designated Safeguarding Lead (DSL) must be notified immediately of any such incidents. The DSL will assess each incident, including consent, coercion, exploitation, age, understanding and any abusive intent, and arrange safeguarding support and external referrals where appropriate. Victims must not be blamed or sanctioned for being abused, coerced or receiving unsolicited imagery. Where disciplinary action is justified, it will be proportionate and may include suspension or permanent exclusion in serious cases.

Pupils and parents should refer to our Safeguarding and Child Protection Policy and Online Safety Policy for further information.

14. Confiscated Items

The general power to discipline enables a member of staff to confiscate, retain or dispose of any pupil property that is deemed inappropriate as a sanction, so long as it is reasonable in the circumstances.

Confiscated items must be logged and stored securely in the school office, unless immediate safe handling or police involvement is required. The pupil and parents will be told the reason, proposed retention period and collection arrangements. Ordinary property will be returned as soon as reasonably appropriate, normally to a parent, after a proportionate period determined by the Headteacher. It will not automatically be retained until the end of a term or year. Uncollected property will not be donated or disposed of without reasonable notice to parents and consideration of ownership, value and the circumstances.

Weapons and items reasonably suspected to be evidence of an offence will be passed to the police as required. Controlled drugs will normally be delivered to the police as soon as possible; any lawful decision to dispose of them must follow DfE guidance and be recorded. Alcohol and tobacco will not be returned to pupils. Other items will be retained, returned or safely disposed of in accordance with the law and DfE guidance. Potential evidence must be preserved.

15. Screening and searching

Searches can be conducted by the Headteacher or a member of the leadership team authorised by the Headteacher. Staff will explain the reason and process, seek the pupil's cooperation and consider safeguarding, dignity, privacy, SEND and disability. A search without consent requires reasonable grounds to suspect possession of a statutory prohibited item or an item expressly identified in this policy as school-banned and searchable.

Statutory prohibited items for which a lawful search without consent may be undertaken include:

- knives and weapons;
- alcohol;
- illegal drugs;
- stolen items;
- tobacco and cigarette papers;
- fireworks;
- pornographic images;
- any article reasonably suspected to have been, or likely to be, used to commit an offence, cause personal injury or damage property.

The following are also banned by school rules and may be searched for without consent where the legal conditions are met. Force must not be used solely to search for these school-banned items:

- mobile phones;
- electronic devices;
- tablets or any other technical equipment;
- vapes and vaping paraphernalia;
- prohibited food or drink items.

The member of staff searching a pupil must be the same sex as the pupil, with another staff member present as a witness. An opposite-sex search or search without a witness is permitted only where staff reasonably believe serious harm will occur unless the search is carried out urgently, and it is not reasonably practicable to obtain a same-sex searcher or witness in the time available. Any search without a witness must be reported immediately to another member of staff and recorded. Searches are limited to outer clothing and possessions. Staff must not conduct strip or intimate searches or require removal of more than outer clothing. Possessions will be searched with the pupil and another staff member present, unless an urgent risk of serious harm makes this impracticable. Searches must take place on school premises or where staff have lawful control or charge of the pupil in England; outside England, local law applies.

Reasonable force may only be used to search for statutory prohibited items where lawful, necessary and proportionate. Ordinary possession of a vape does not itself justify force to search. Each decision must consider the risks and the pupil's needs and follow the Care, Control and Restraint Policy. Screening arrangements, if introduced, will be explained to parents and pupils in advance, with necessary reasonable adjustments.

Searches will be recorded with the reason, item sought, staff and pupil involved, time, location, outcome, any force used and subsequent action. Parents will be informed as soon as practicable of searches for statutory prohibited items and the outcome; the school will also inform parents of searches for school-banned items. The DSL must be informed without delay of any safeguarding concern and the pupil offered appropriate support.

Electronic devices will only be examined where lawful, necessary and proportionate. Staff must not copy, forward, print, save or routinely view suspected nude or semi-nude images of children. They must secure the device and contact the DSL, who will follow safeguarding procedures and UKCIS guidance. Material that may be evidence must not be deleted. Police searches, including any strip search, require the school to maintain its safeguarding duties and advocate for the pupil's welfare.

16. Control and Restraint of Pupils

Staff are permitted to use reasonable force to prevent a pupil from:

- Committing an offence
- Causing personal injury to themselves or others
- Damaging property
- Prejudicing the maintenance of good order and discipline at the school

Reasonable force may be used only where lawful, necessary and proportionate, using the least force for the shortest time needed. Staff will use prevention and de-escalation wherever possible, taking account of individual needs. Corporal punishment is prohibited. Force, restraint and seclusion must never be used as punishment.

The Care, Control and Restraint Policy must be followed, including its recording and parental reporting procedures for significant uses of force and all incidents of seclusion or restraint, in accordance with the DfE guidance. Staff must report incidents to the DSL or Headteacher immediately, arrange any necessary medical and pastoral support, and review triggers and support to reduce recurrence. Parental reporting must follow the applicable safeguarding exception where reporting would be likely to result in significant harm.

17. Serious Incidents

The following are examples of serious incidents. Each will be investigated and considered under sections 3 and 7, with immediate safeguarding action where necessary.

1. Verbally or physically abusing staff

- Pupils must never make aggressive physical contact towards any member of staff.
- Pupils must never argue back or intimidate staff.
- Pupils must never swear or shout at staff.

2. Fighting with other pupils

- Pupils must never make aggressive physical contact with other pupils.
- Pupils must never bully others.

3. Bringing alcohol or drugs onto the school premises

- Pupils must never possess, supply or consume alcohol/ illegal drugs on the school premises.

4. Bringing a weapon onto the school site

- Pupils must never bring a weapon or any object intended or likely to cause harm to themselves or others. Legitimate school equipment must be used safely and only as authorised.

5. Bringing pornographic material onto the school site

- Pupils must not possess or bring pornography into school. Incidents involving sexual images of children must be managed under section 13 and the Safeguarding and Child Protection Policy.

Breaches may result in suspension or permanent exclusion where justified, following investigation and consideration of the pupil's circumstances and safeguarding needs. Parents will be informed and the procedure in section 7 followed. All cases of alcohol or drug abuse will be referred to external agencies.

6. Malicious allegations against staff

- Pupils must never make malicious allegations against members of staff. A malicious allegation is one that is deliberately invented or consciously intended to cause harm.

Any allegation against a member of staff will be taken seriously and managed in line with the Safeguarding and Child Protection Policy. An allegation that is unsubstantiated or cannot be proved is not, for that reason, malicious. Disciplinary action will only be considered where evidence establishes deliberate fabrication or malicious intent, following appropriate safeguarding enquiries.

The Headteacher will consider whether the pupil concerned requires support to address any underlying issues that may have contributed to making the allegation.

Risk of exclusion

Suspension or permanent exclusion may be considered for a significant breach or persistent breaches of this policy, taking account of the seriousness, individual circumstances and the impact of continued attendance on education, safety and welfare. The decision must follow section 7.

School staff will undertake proactive and responsive support based on each pupil's needs. Serious breaches may be classed as Gross Inappropriate Conduct (SIC2) and lead to consideration of exclusion where warranted.

18. Pastoral Support

Excellent pastoral care for every individual pupil is at the heart of Heritage Academy. Our distinctive Islamic ethos, tradition and concern for the well-being of each individual is integral to the school community. We place a high value on working as a team, developing responsibility and the benefits of good behaviour, so pastoral care is an important part of pupil life.

Our key aim is ensuring that all our pupils learn to work in harmony with one another and can develop as a person in their own right, fully conscious of their responsibilities to Allah, themselves and to others. The personal development of each and every pupil is a central part of our curriculum. We aim to develop high levels of maturity and a strong capacity for self-evaluation by understanding how decision-making affects success at school, home, the community and in the future. As well as receiving individual support, pupils have a variety of leadership opportunities including class prefect and school council member. Developing responsible choices, self-discipline and confidence to express views respectfully supports the Fundamental British Value of individual liberty.

Where a child requires pastoral support for behaviour-related issues we will initially put in place mentoring support to guide the individual to have an opportunity to discuss and reflect their own behaviour and that of others. Where mentoring support is not effective, we will then consider other interventions such as a behaviour report and/or a behaviour support plan.

19. Online Learning Addendum

All pupils and parents must adhere to the acceptable use of ICT agreement for pupils and parents/carers that is signed upon enrolment.

This agreement applies to:

- Use of school ICT systems and devices
- Use of personal devices for school-related activities
- Online learning platforms (including Microsoft Teams)
- All digital communication related to the school (including social media)

Online behaviour expectations: Pupils must demonstrate the same high standards of behaviour online as they do in person. This includes:

- Treating others with respect in all online communications
- Not sharing inappropriate content
- Not engaging in cyberbullying
- Not making or sharing nudes or semi-nudes
- Reporting any concerns about online safety to a trusted adult

Breaches of online behaviour expectations will be sanctioned in line with this policy, regardless of whether the behaviour occurs during or outside school hours, if it:

- Could have repercussions for the orderly running of the school

- Poses a threat to another pupil or member of the public
- Could adversely affect the reputation of the school

For full details, see our Online Safety Policy and Acceptable Use Policy.