

WOLVERHAMPTON GRAMMAR SCHOOL

BEHAVIOUR MANAGEMENT POLICY

At Wolverhampton Grammar School ("the School"), our community is based upon respect, individuality, equity and kindness. The School aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the school. Promoting the emotional well-being of all of our pupils is key to their development. The School aims to teach trust and mutual respect for everyone. It believes that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners.

Wolverhampton Grammar School is an inclusive community, and everyone is treated as an individual. The School's aim is that each person develops such that they are equipped to take their place in the modern world.

Whole-School approach to behaviour

The School ensures that high standards and expectations of good behaviour pervade all aspects of school life including the culture, ethos, and values of the School, how pupils are taught and encouraged to behave, the response to misbehaviour and the relationships between staff, pupils and parents. Everyone should treat one another with dignity, kindness and respect. The consistent and fair implementation of the measures outlined in this policy is central to an effective whole-school approach to behaviour. The School believes that consistent implementation helps to create a predictable environment.

The School recognises that some pupils may require additional support to meet the School's behaviour expectations. This support will be given consistently and predictably, applied fairly and only where necessary.

Code of Conduct

The School believes that positive behaviour is established through creating an environment in which good conduct is more likely and poor conduct less likely. This behaviour is taught to all pupils, so that they understand what behaviour is expected and encouraged and what is prohibited. Positive behaviour is recognised and celebrated through the School's rewards systems, while sanctions are used fairly, proportionately and consistently where expectations are not met. Both positive reinforcement and sanctions are important in supporting the School's culture and standards.

The School's community of Directors, staff, parents and pupils adhere to an established routine and code of conduct that is exemplified through assemblies, interactions inside and outside of the classroom (as well as communications to parents), clear expectations of behaviour through relevant Wellbeing/PSHE and with information and communication across all staff and, particularly, tutors (including the display of WGS expectations and rewards and sanctions in classrooms). The school expects the highest values and standards of behaviour inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the school.

The School sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. Parents are expected to support the School's expectations regarding behaviour and to work constructively with the School in the implementation of this policy.

Pupils must treat staff and each other with consideration and good manners and respond positively to the opportunities and demands of school life. Pupils should follow the School Rules and associated

policies and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect; particularly the vulnerable. Harassment, bullying and physical threats or abuse in any form will not be tolerated, including online, or outside of school. The School's Anti-Bullying policy is available on the school website. The School is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, gender, sexual orientation, special educational needs, disability or learning difficulty, marital status, pregnancy and maternity, or the fact that a pupil is adopted, looked after or is a carer. The School takes its duties under the Equality Act 2010 seriously and makes reasonable adjustments for pupils with special educational needs/disabilities including consideration of the support that has been provided to the pupil (at the time of the incident and beforehand) and whether this was adequate.

The School expects pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually and meet the school's attendance expectations as set out in the school's Terms and Conditions, Attendance Policy and School Rules document. They should care for the buildings, equipment and furniture. The school expects pupils to behave at all times in a manner that reflects the best interests of the whole community. Discriminatory or extremist opinions or behaviours will be challenged as a matter of routine.

The School reserves the right to take disciplinary action against pupils who are found to have made malicious accusations, whether against other pupils, staff or other individuals, which might include suspension or exclusion.

All staff review the behaviour management policy on an annual basis and new staff undertake a range of induction sessions including a focus on pastoral care, behaviour management and rewards and sanctions. Staff remain highly visible to pupils throughout the school day with senior staff and pastoral leaders being highly visible to pupils particularly during break and lunchtimes as well as being available to parents via email, telephone and by appointment.

Involvement of Parents, Guardians and Pupils

The role of Parents and Guardians is crucial to the School developing and maintaining good behaviour. Parents and guardians who accept a place for their child at Wolverhampton Grammar School undertake to uphold all the School's policies and regulations when they sign the Parent Contract. They are expected to support the School's values in matters such as attendance and punctuality, behaviour, uniform and appearance, standards of academic work, extra-curricular activities and homework or private study. The School is always happy to consider suggestions from parents and hopes that parents find the School responsive and open-minded.

All pupils deserve to learn in an environment that is calm, safe, and supportive. The School promotes an ethos of good behaviour where pupils treat each other with dignity, kindness and respect at all times, inside and outside of School, and online. We work closely with all pupils as they transition through the School, from the day they start at the school to the day they leave. The ethos of and respect for the school is enhanced when pupils contribute constructive suggestions in form time, via the School Parliament, Peer Mentors, House Captains, Vice-Captains and Prefects and through lessons or to any teacher.

In the event of any behaviour management issue, the school will liaise closely with parents and, if relevant, other support agencies including Wolverhampton safeguarding board (Wolverhampton Safeguarding Together).

Managing Behaviour

Unexplained Absences

We will always telephone parents on the first day of an unexplained absence to determine the pupil's whereabouts, in accordance with the School's safeguarding obligations, Attendance Policy and the School's Missing Pupil Procedure.

Please note that it is usually the Directors' policy not to allow holiday to be taken during term time unless in exceptional circumstances.

School Rules

The School Rules are designed to encourage positive behaviour and self-discipline. The Senior School Rules (Appendix 2) are based on the five WGS Values and Expectations:

- We are committed to our education and embracing of opportunities and challenges
- We are respectful, and encouraging of each other
- We are punctual and prepared to learn
- We are considerate of our environment, and smart in our appearance
- We are responsible in how we use technology and social media

Parents and Guardians agree, when signing the Parent Contract, that their child will comply with the School Rules and that they will undertake to support the authority of the Head in enforcing the School Rules in a fair manner that is designed to safeguard the welfare of the School community as a whole.

The School Rules set out the School's policy on smoking, vaping, alcohol and drugs as well as the School's statement on bullying.

The School is a mobile phone free environment. The School has regard to the DfE guidance *Mobile phones in schools* (June 2026) and ensures that pupils do not have access to their mobile phone throughout the school day including during lessons, the time between lessons, breaktimes and lunchtime. Further details can be found in Appendix 3.

Promoting Good Behaviour

The School believes that acknowledging good behaviour encourages repetition and communicates the School's expectations and values to all pupils. Positive reinforcements and rewards are applied clearly and fairly to reinforce the routines, expectations and norms of the School's behaviour culture. Together with informal verbal praise, the School uses the ePraise platform to reward and encourage good behaviour through the awarding of points as follows:

- Excellent academic work
- Positive contribution to or participation in a range of events and activities
- Good conduct or exemplary attitude

Pupils and parents are automatically notified of the awarding of accolades through ePraise. Individual accolade points tend to be awarded in multiples of 5, depending on the department and level of effort or contribution. Points will be accumulated for each pupil on ePraise and contribute towards the House Points total for the relevant House on a half-termly basis.

Managing Poor Behaviour

When a member of school staff becomes aware of a misbehaviour they will respond predictably, promptly, and assertively, in accordance with this policy. The School's first priority will be to ensure the safety of pupils and staff and to restore a calm environment. School staff will respond in a consistent, fair, and proportionate manner so pupils know with certainty that misbehaviour will always be addressed.

The School's aim in any response to misbehaviour is to maintain the culture of the school, restore a calm and safe environment in which all pupils can learn and thrive, and to prevent a recurrence of the misbehaviour. To achieve these aims, the School's response to behaviour will consider the following purposes:

- **Deterrence** – the use of sanctions as an effective deterrent for a specific pupil or a general deterrent for all pupils at the School
- **Protection** – a protective measure in response to inappropriate behaviour, may be immediate or after assessment of risk
- **Improvement** - supporting pupils to understand and meet the behaviour expectations of the School and reengage in meaningful education. This may be via sanctions, reflective conversations or targeted pastoral support.

It is vital that each teacher regards the conduct of pupils as their responsibility. Sanctions help set boundaries and to manage challenging behaviour. There exists a hierarchy of sanctions as follows:

Level 1: Verbal Reminder

- for low-level disruption (this reminder can happen at the beginning of a lesson or activity whilst a teacher is setting out their expectations, particularly where e.g. practical work is concerned)

Level 2: Demerit

- for defiance or ignoring the warning above or for inappropriate behaviour

Level 3: Detention (either with subject teacher/HoH/HoY/HoD)

- for a further repeat of either of the above or for sufficiently poor behaviour

Level 4: Deputy Head Intervention

- for no improvement in behaviour after detention has been issued at Level 3 above, or for escalation from HoH/HoY intervention or for immediate intervention for extremely poor behaviour

Level 5: Internal/External Exclusion

- issued by the Head or Deputy Head for serious misbehaviour

For minor misdemeanours that would not warrant contact with parents as a single event (e.g. incorrect uniform, chewing gum, shouting across a classroom) a demerit should be awarded. These are recorded on ePraise and accrue negative points.

For misdemeanours or transgressions where a demerit is not deemed sufficient (e.g. defiance in a classroom, being instructed multiple times in a lesson to behave, not handing homework in on time, poor quality or incomplete work) an intervention should also be awarded when support is required to enforce discipline which would be considered a normal part of everyday classroom management.

Sanctions

The School expects pupils to respond positively to its rewards and encouragement and to comply with School Rules. Where behaviour falls below expected standards, sanctions (“interventions”) may be applied to reinforce expectations, set appropriate boundaries and address unacceptable behaviour. Interventions will be applied fairly, reasonably and proportionately, and where appropriate following an investigation. School staff may issue interventions when pupils are on School premises, participating in school activities, under the supervision of staff, or where behaviour outside school has an impact on the School community. Interventions will never involve unlawful, degrading or humiliating treatment and will always be compatible with the Human Rights Act 1998. Corporal punishment is illegal and is neither used nor threatened by the School. Any concerns regarding the use of corporal punishment by parents will be managed in accordance with the School's Safeguarding Policy.

There are several forms of intervention with each being for issues of differing seriousness:

- **Teacher Detention** - daily detentions set before school, break, lunch or after school by a member of staff. The location and duration are at the discretion of the member of staff, but would typically be no more than 30 minutes long. Failure to attend would be automatic escalation to a lunchtime detention.
- **Inform Home** - a member of staff will inform parents or guardians of any misdemeanours and discuss appropriate action going forward. A summary of the conversation will be recorded on CPOMS.
- **Lunchtime Detention** - daily lunchtime detention from 1.10-1.35pm staffed by a member of the Pastoral Team. Detentions can be issued directly by Heads of House, Heads of Year, Head/Assistant Head of Sixth Form or SMT for misdemeanours that are worse than a demerit (e.g. overheard swearing, offensive behaviours to another student, persistent failure to hand homework in on time) using ePraise.
- **Refer to a member of the Pastoral Team** - a member of staff will inform a Head of House, Head of Year or Head/Assistant Head of Sixth Form of any misdemeanours. A summary of this will be recorded onto CPOMS. A member of the Pastoral Team will determine the next course of action, which might include detentions, reflection or being put on report (see below).
- **After-School Detention** - 1 hour after school for poor behaviour, lesson absence etc.
- **Deputy Head's Detention** - 1½ hours after school on a Friday.
- **Head's Detention** - 2 hours on a Saturday morning for very poor behaviour.

In each case, parents are informed via ePraise and for after-school and Saturday detentions communication will be made at least 24 hours in advance. When signing the Parent Contract, parents and guardians undertake to support the authority of the Head in enforcing sanctions in a fair manner that is designed to safeguard the welfare of the community as a whole.

Use of Report Cards

In collaboration with parents and teaching/pastoral staff, pupils can be put on report for a range of repeated poor behaviours with up to three targets set, which should be ticked and signed each lesson. Reports usually last for one or two weeks. The same escalation process applies:

- Report to pastoral staff - pupils usually report to staff at the end of each day, often with a lunchtime check-in.
- Report to Deputy Head - where the above has not yielded satisfactory results.

The use of a report card should not be seen as a sanction, but more as a tool to assist with managing student conduct by focussing on positive behaviours for learning.

Other Sanctions

The Head undertakes to apply any sanctions fairly (and that the decision and imposition of a sanction may only take place on the school premises or while the pupil is under the lawful charge of a staff

member), and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity. In all cases the sanction will be communicated to both pupil and parents and, in the case of internal or external suspension, the timescale will be made clear and a follow-up meeting with the Head upon returning to school. Examples of sanctions include:

- withdrawal of privileges;
- confiscation of property that is being used inappropriately or without consideration;
- assistance with community tasks, such as collecting litter or organising lost property;
- withdrawal from a lesson, school trip or team event;
- a period of reflection (internal or external);
- suspension (internal or external) for a specified period, removal or exclusion.

Misbehaviour Outside of School or Online

The School has the power to sanction pupils for misbehaviour outside of the school premises to such an extent as is reasonable. On occasion the School may apply the provisions of this policy to misbehaviour that occurs whilst pupils are outside the School or online and:

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

This is especially the case for incidents which could have repercussions for the orderly running of the School, or which may pose a threat to another pupil or member of the public, or where the reputation of the School may be negatively impacted as a result of the misbehaviour. Any decision to sanction a pupil will be made on the School premises or elsewhere at a time when the pupil is under the control or charge of a member of School staff

Serious Misbehaviour

Pupils and parents should be clearly aware of the more serious sanctions, including temporary and permanent exclusion, that the Head can impose for serious breaches of the rules and regulations (including criminal behaviour). A balance of probabilities test will apply to whether or not breaches of the rules, or misconduct has occurred. Examples of serious breaches of the rules and regulations include:

- use or possession of drugs (including so called “legal highs” and distributing, giving away and/or dealing) or use or possession of alcohol or tobacco (including e-cigarettes, vaping materials and Snus/nicotine pouches);
- selling any items (including those listed above) to other pupils;
- theft;
- bullying; verbal, physical or through social media (cyberbullying);
- physical assault/threatening behaviour/fighting;
- cheating in exams and exam malpractice (both internal and external);
- sexual violence and/or sexual harassment (using KCSIE 2026 guidance);
- racist, misogynistic, transphobic, homophobic or sexist abuse;
- sexual misconduct including the sharing of nude or semi-nude images/videos (including those generated using AI);
- malicious allegations against staff;
- damage to property;
- persistent disruptive behaviour, including repeated mobile phone infractions; and/or

- parental behaviour.

The decision to exclude a pupil is a serious one. Typical reasons for exclusion are:

- As a final step, after a concerted effort for dealing with disciplinary (or non-compliance) issues following the use of a wide range of strategies, has been employed without success, or where a pupil's presence in the school could be deemed detrimental to the safety or learning of others in the school community;
- In circumstances of exceptional behaviour (or defiance), where it could be deemed appropriate to exclude for a first or one-off offence. In such instances the school may consider police involvement (or the involvement of other authorities).

Following a decision to exclude a pupil, parents are entitled to request a review of the processes leading to the decision. Details of the review process will be provided by the Head at the point of exclusion.

In applying sanctions, especially those with serious consequences, the School undertakes to take reasonable steps to avoid placing pupils with a disability (including SEN) at a disadvantage compared to pupils who are not disabled.

The School has a confidential central register of all sanctions imposed for serious misbehaviour. The entries on this register include the pupil's name and year group, the nature and date of the offence and the sanction imposed. This register is reviewed regularly by the safeguarding team to identify trends in behaviour.

Following a Sanction

The School will consider strategies to help all pupils understand how to improve their behaviour and meet the behaviour expectations of the School. These strategies may include:

- a targeted discussion with the pupil, including explaining what they did wrong, the impact of their actions, how they can do better in the future and what will happen if their behaviour fails to improve. This may also include advising them to apologise to the relevant person, if appropriate;
- a phone call or meeting with parents;
- providing mentoring or coaching;
- additional support from the School Counsellor;
- short-term behaviour report cards;
- inquiries into the pupil's conduct with staff involved in teaching, supporting or supervising the pupil in School;
- inquiries into circumstances outside of School, including at home, conducted by the Designated Safeguarding Lead (DSL)/Deputy Designated Safeguarding Lead (DDSL); or
- considering whether the support for behaviour management being provided remains appropriate.

These interventions will be delivered by appropriately trained staff and as part of a wider approach that involves the wellbeing and mental health of the pupil. Initial intervention to address underlying factors leading to misbehaviour will include an assessment of whether appropriate provision is in place to support any SEND that a pupil may have.

Use of Restrictive Interventions

The School's approach to the use of restrictive interventions is set out in the Use of Restrictive Interventions Policy, available on the school website. The School ensures that staff use proactive strategies and de-escalation wherever possible and restrictive interventions are used only when necessary, proportionate and time-limited to address an immediate risk of harm.

Searching of Pupils – See Appendix 1

Teaching and Learning

The School aims to raise the aspirations of all of its pupils and to help them to appreciate their potential for achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning appropriate to their age and circumstances. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way within the School. Our teaching staff will uphold the whole-school approach to behaviour by teaching and modelling expected behaviour and positive relationships, so that pupils can see examples of good habits and are confident to ask for help when needed. Teaching staff are committed to delivering teaching in a way that ensures good behaviour and offer every pupil a high level of individual attention, together with consistent and helpful advice. In return, we expect every pupil to cooperate and to work hard.

Complaints

The School hopes that parents will not feel the need to complain about the operation of its Behaviour Management Policy and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's Complaints Policy is on the website or available on request.

Please also refer to the following policies:

Admissions Policy - website	Anti-Bullying Policy - website
Safeguarding Policy - website	Disability Access 3 Year Plan - on request
Special Educational Needs and Disability Policy - website	Equal Opportunity Policy (pupils) - website, staff network
Complaints Policy - website	Pupil Exclusion Review Policy - available on request
IT Acceptable Use Policy for Pupils - website	Drugs and Alcohol Policy (pupils) - website
The School Rules - appended	Staff Code of Conduct - website and employment manual
Attendance Policy - website	Use of Restrictive Interventions Policy - Website

Monitoring and Evaluation of this policy

The school monitors and evaluates its Behaviour Management Policy and procedures through the following activities:

- Annual Governing body audit
- Senior leadership team discussion
- Regular analysis of records and sanctions distribution
- Regular analysis of patterns/use of reward system
- Pupil Surveys
- Logs of bullying/racist behaviour/complaints are reviewed annually by the senior leadership team and the governing body
- Regular scrutiny of concerns and complaints records by SMT and Board of Directors
- Information provided by Parent Survey

August 2026

Next Review:
August 2027

Appendix 1: Searching Pupils

SEARCHING PUPILS

The School reserves the right to search pupils and their possessions. The School will balance pupils' right to respect for private life with the need to conduct a search, seeking the pupil's co-operation wherever possible and ensuring any search is justified and proportionate in the circumstances.

The Head, or a member of staff authorised by the Head, may search a pupil. Searches will be conducted by a member of staff of the same sex as the pupil and in the presence of another member of staff as a witness. In the limited circumstance where the authorised member of staff reasonably believes there is a risk that serious harm will be caused to a person if the search is not carried out immediately and, in the time available, it is not reasonably practicable to arrange a same-sex search and/or a witness, a search may be carried out by a member of the opposite sex and/or without a witness. Where a search is conducted without a witness, this must be reported to another member of staff immediately and a record made.

The School does not conduct intimate searches and only a pupil's outer clothing (for example coats, hats, shoes, gloves and scarves) will be removed to facilitate a search, but a pupil will first be given the opportunity to 'empty their pockets' and to disclose anything that they should not have in School.

The School will always consider the age of the pupil to be searched and any SEND or vulnerabilities (including certain health conditions) the pupil may have before conducting the search to decide whether any additional precautions or adjustments are needed, in accordance with the School's Safeguarding Policy.

The authorised member of staff has the power to search a pupil for any item where the pupil provides consent. Before any search, the authorised member of staff will explain to the pupil why the search is being undertaken, how and where it will take place, and will give the pupil an opportunity to ask questions to ensure that their consent is informed. As above, the search will be conducted by a member of staff of the same sex as the pupil and in the presence of another member of staff as a witness.

The consent of a pupil will always be obtained before conducting a search unless the Head (or authorised member of staff) reasonably suspects that the pupil has in their possession an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, or the pupil has, or is reasonably suspected to have in their possession any of the following items:

- Knives or weapons (including items that could be considered/used as a weapon);
- Alcohol;
- Illegal drugs (including so called "legal highs");
- Stolen items;
- Tobacco and cigarette papers (including e-cigarettes and vaping materials);
- Fireworks; or
- Pornographic or offensive images

Reasonable force will only be used only when searching for legally prohibited items under the Education Act 1996, and never to search for items banned only under the School Rules. Any decision to use reasonable force will be taken on a case-by-case basis, using no more force than is necessary and for the least amount of time, and with regard to de-escalation wherever possible.

The School will inform the pupil's parents of any search conducted after the event, particularly where alcohol, illegal drugs or potentially harmful substances have been found as a result of the search. The parent's prior consent to undertake a search is not required.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search. Records will include the date, time and location of the search; the pupil searched; who conducted the search and any other adults or pupils present; what was being searched for; the reason for searching; what items, if any, were found; and what follow-up action was taken. Where a search is carried out without a witness, this will be specifically recorded. The School will regularly monitor records to identify any trends and to consider whether searches are falling disproportionately on particular groups of pupils.

Following any search, the School will consider pastoral support, early help and/or referral to children's social care where appropriate and will ensure that pupils and staff receive support and debriefing where needed. Any significant incident involving the use of force will be recorded and reported in line with statutory requirements and the School's procedures on restrictive interventions.

CONFISCATION

A member of staff carrying out a search may seize any item that they have reasonable grounds for suspecting is a prohibited item or may be evidence in relation to an offence.

Where a search identifies alcohol, tobacco or cigarettes, or fireworks they may be retained or disposed of by the member of staff but will not be returned to the pupil.

Controlled drugs will be delivered to the Police as soon as reasonably practicable but may be disposed of if the member of staff considers there is good reason to do so. Substances that are not believed to be controlled drugs however, but that are believed to be harmful or detrimental to good order or discipline, may be confiscated by a member of staff. If the School is uncertain as to the legal status of a substance it will be treated as if it is controlled.

In respect of weapons, or items that are believed to be evidence of an offence, these will be passed to the Police as soon as possible. Stolen items will also be delivered to the Police, but may instead be returned to the rightful owner, if there is good reason to do so.

Where a search identifies an item banned under the School Rules, the member of staff conducting the search should take into account all relevant circumstances and use their professional judgement to determine whether the item should be returned to its owner, retained by the School or disposed of.

School staff can confiscate, retain or dispose of a pupil's property as a disciplinary penalty in the same circumstances as other disciplinary penalties. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated, provided they acted lawfully. Staff will always consider whether confiscation is proportionate and consider any relevant special circumstances.

Electronic Devices

Where an electronic device is found during a search and that device is prohibited by the School Rules, or where the member of staff undertaking the search reasonably suspects that the device has been, or is likely to be used to commit an offence or cause personal injury or damage to property, the School may examine relevant data or files on the device, where there is good reason to do so. Parental consent to search through the electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any pupil.

Any decision to search a pupil's device should be based on the professional judgement of the DSL and should always comply with the School's Safeguarding Policy. The School will document the decision, including times, dates and reasons for decisions made in its safeguarding records.

If during a search the School finds material which concerns them and they reasonably suspect the material has been or could be used to cause harm or commit an offence, they can decide whether they

should delete the material or retain it as evidence of a criminal offence or a breach of school discipline. They can also decide whether the material is of such seriousness that the police need to be involved.

The School may erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device contains material that has been or could be used to cause harm or may contain evidence in relation to a breach of the School Rules (where a decision may be made whether to delete or retain the material) or of a criminal offence (for example, certain pornographic material including nudes or semi-nudes of a pupil or another pupil), where the files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to a criminal offence, the School can decide whether it is appropriate to delete any files or data from the device, and may confiscate the device as evidence of a breach of this policy and the School rules, and may then punish the pupil in accordance with this policy where appropriate.

In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's Safeguarding Policy.

Appendix 2: Wolverhampton Grammar School - Senior School Rules

School Philosophy: Transforming lives as well as minds.

Our school was founded in 1512 to provide a 'good, moral education' and that same goal motivates us today. Wolverhampton Grammar School is an inclusive and inspiring community built on respect, individuality, equity and kindness. The main school rules are based on the five WGS Values and Expectations.

1. We are committed to our education and embracing of opportunities and challenges

I will work to the best of my ability and I understand how I can access help if I need it

- You have a responsibility to work hard, be committed, and want to learn
- You should present your work neatly and have pride in what you do
- You must ask for help when you don't understand something

I will complete homework on time and to the best of my ability

- You must hand work in on time; this involves thinking ahead, planning and self-organisation. You must ensure that our work is your own.

I will make the best possible use of the opportunities outside of the classroom

- We strongly encourage all pupils to participate fully and actively in the breadth of school life whether through sport, music, drama, outdoor pursuits, debating, and/or through a wealth of other clubs and societies.
- You have a responsibility to go to practices, rehearsals, meetings once you have made such a commitment.
- If you are unable to make a practice (or equivalent), or if there is a clash of commitments, you should seek out the teacher involved and explain the problem giving a minimum of 24 hours' notice where possible.

2. We are respectful, and encouraging of each other

I will be polite and courteous to everybody, and always try to be

- Good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils.

I will use appropriate language and avoid swearing and making offensive remarks including those which are racist, homophobic, sexist or discriminatory in nature

- The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, sexual orientation, physical disability or learning difficulty.

I will not threaten or bully any other person, nor pick on or ignore others

- All bullying is unacceptable and there is zero tolerance for bullying. No one at school should ever be made to feel unhappy, undervalued or humiliated.
- Deliberate repeated unkindness or any action that gives hurt, whether verbal, physical or mental and whether intended or not, are bullying and will not be tolerated between pupils or teachers and pupils.
- It is the duty of everyone who sees an instance of bullying - or potential bullying - to act to stop it. This duty applies to all pupils, teachers and other members of staff.

3. We are punctual and prepared to learn

I will be on time for registration and lessons

- You have to be at school for 8.45am, and you should be in your tutor room in time for morning registration at 8.50am/afternoon registration at 2.05pm
- If you are late and miss registration, you must sign in at main reception.

- You must allow time to get to where you need to be so that you are on time, particularly at the end of break and lunchtime.

I will remain on the school site unless I have permission to leave and have signed out at main reception

- Only Upper Sixth pupils may leave the site during the afternoon, and must sign out.
- Pupils will not be permitted to leave the school site for any other reasons without written or oral permission from a parent/guardian and in all cases must sign out at main reception.

I will not behave in a way that prevents myself or others from learning

- You should not eat during or between lessons, or drink anything other than water or squash during lessons. Chewing gum is forbidden in school.
- You should never cause someone's work or concentration to be interrupted.
- The libraries are for quiet work and research: do not disrupt the work of others.

4. We are considerate of our environment, and smart in our appearance

I will wear my uniform correctly with the top button fastened and shirt tucked in

- You must always adhere to the published uniform guidance, which details information on shoes, skirts, trousers, hair, and jewellery.
- Blazers (with the school crest) or jackets (Sixth Form) must be worn at all times.
- You must wear school uniform (including tie) for journeys to and from school, in school and for all official school functions (including home and away matches) and all school trips unless a teacher gives specific instructions to the contrary.

I will place my litter in the bins provided

- Be responsible when managing waste: pick up litter, whether it is yours or not.

I will not purposely damage any school property

- Although accidents happen, you must care for the buildings, equipment and furniture.

5. We are responsible in how we use technology and social media

I will keep my phone secured in its pouch throughout the school day.

- In addition, phones must not be used in toilets or changing rooms before or after school.

I will interact positively with people online and with respect at all times

- Any form of offensive message or language used (including likes or approval of offensive messages or language) on any social media or messaging platform is a misuse of your phone.

I will not photograph, film, or record any other pupils or members of staff, or share any such material

- Creating, posting, or sending images, video or audio recording of another student or member of staff without their explicit permission (including AI generated images, video or audio) is a misuse of your phone.

Other rules

Smoking, vaping and alcohol

For alcohol, all tobacco products (including snus), e-cigarettes/vaping materials and other drugs:

- You must not bring the above products onto the school premises
- You must not be in possession of the above products whilst on the school premises
- You must not consume the above products whilst on the school premises
- You must not attend school under the influence of the above products
- You must not consume the above products elsewhere whilst wearing school uniform or whilst representing the school

In addition to the above, you must not deliberately be in the presence of others whilst they consume such substances, and the same rules apply to school trips. In all scenarios listed above, pupils will be subject to the School's Behaviour Management Policy and a relevant sanction will be enforced.

Drugs

The school believes that all pupils, staff and parents have a duty to act when they learn of the misuse of drugs. If you (or a parent or another pupil on your behalf) genuinely seek help with a drugs-related matter, you will be dealt with in a non-disciplinary manner. The school will try to give you help, support and advice. We will treat any conversation or information you give with complete discretion and will not share it indiscriminately. We may have to share information, only on a 'need-to-know' basis, so that other professionals can take appropriate action. However:

- if you are discovered dealing in controlled drugs (including so-called "legal highs"), or being in possession of them with intent to deal, or giving them away to others, you will be permanently excluded
- if you are found to be using, in possession of, under the influence of, or providing others with controlled drugs (including so called "legal highs") at school, or when they are identified with the school, you can expect to be permanently excluded

The school will thoroughly investigate suspicions of drugs use and possession within school and will deal with them in a similar manner.

Mobile Phones, Smartwatches and wearable devices.

For Students in Years 7-11, access to and use of mobile phones (and any smartwatch or wearable device with its own cellular connection) at any point in the School Day is prohibited unless access is granted by a member of staff. Further guidance on Mobile Phones, Smartwatches and wearable devices can be found in Appendix 3 of the Behaviour Management Policy.

Dangerous items

You must not bring to school any article that is dangerous or that could be regarded as a weapon. If you do, it will be confiscated and you will face serious disciplinary sanctions for bringing the offending item to school.

Duty of Care

Keeping Children Safe in Education is a government document (which is available on the internet) that stresses the duty of all citizens to be alert for signs of child abuse and to take action when they see or suspect it. In all such matters the protection of the child is paramount. Schools have a particular responsibility for child protection. Wolverhampton Grammar School will take action in cases of suspected abuse and seeks the support of parents in the protection of pupils.

Everyone should be aware that pupils who are suffering abuse may be too frightened to tell anyone: they need encouragement and sympathy if they start to talk about their problems. Abuse may take a number of forms:

- neglect
- physical injury
- sexual abuse
- emotional abuse

Any allegation or suspicion of abuse by a member of staff or volunteer should be reported to Miss Jones or Mr Clancy, the Designated Safeguarding Leads (DSLs). If they are absent, or if they are the subject of the allegation, then the allegation should be reported to Mr Peters, the Head of the Senior School.

Any allegation or suspicion of abuse by one or more pupils against another pupil must be reported to Miss Jones (or in her absence, Mr Clancy), who will inform the Head of the Senior School and liaise with the LADO and parents as appropriate.

If you are worried about possible child abuse - in connection with yourself or with someone else – you should talk to a member of staff. The school encourages an open atmosphere in which you can talk to anyone with whom you feel comfortable. The member of staff will treat any information you give with discretion, only passing on information on a need-to-know basis.

School Anti-bullying Statement

‘The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online’. Anti-Bullying Alliance.

All bullying is unacceptable and there is zero tolerance for bullying. No one at school should ever be made to feel unhappy, undervalued or humiliated. Deliberate repeated unkindness or any action that gives hurt, whether verbal, physical or mental and whether intended or not, are bullying and will not be tolerated between pupils or teachers and pupils.

It is bullying to repeatedly write notes, make phone calls, send electronic messages or create or post them on websites if they might offend, hurt, annoy or worry anyone, whether it is a pupil, teacher or someone else. From home, from school, from anywhere, it is still bullying.

Pupils have a right to privacy of property and personal information in school. It is dishonest and can be a form of bullying to go into another person’s pocket, locker or bag, read a private document or electronic message or use someone else’s computer ID (however, see ICT Statement re staff supervision of pupil computer access).

School is a happy and friendly community in which everyone respects, supports and cares about everyone else. It is our aim to ensure that is always true. Attacks on perceived differences, including protected characteristics, are always unacceptable.

The school will take the firmest action against any bullying, teasing, racial or sexual harassment or other form of hurtful or negative behaviour (see WGS Anti-bullying Policy).

The school works hard to create an open atmosphere in which pupils are able to speak out without fear and to seek justice for themselves and for others. Any pupil who feels unhappy or threatened should not regard it as a private or personal problem but should seek the help of a friend, senior pupil, teacher, peer supporter or counsellor.

It is the duty of everyone who sees an instance of bullying - or potential bullying - to act to stop it. This duty applies to all pupils, teachers and other members of staff.

Parents and pupils who are worried about bullying issues should contact the Head or any other member of staff about their concerns.

Useful Guidance

School hours

The school day begins at 8.50am and ends at 4pm Monday to Friday. Pupils should be on site by 8.45am and in their Tutor Rooms by 8.50am. On school days the school is open from 8.00am to 5.30pm. Your parents should note that, outside those hours, no responsibility can be accepted for pupils, parents or others on any part of the school’s property unless attending a specific activity, function or event, arranged and supervised by the Directors, Head or staff of the school.

You will frequently stay at school for games, rehearsals or meeting of societies: this kind of involvement with the school’s life outside the classroom is an important part of your broader education. The Jenyns Library and Sixth Form Library are open and supervised until 5.30pm. Homework Club runs in the Learning

Hub after school on Mondays to Thursdays until 5.30pm and in the Jenyns Library on Fridays: staff will be there to assist you with your work. Any pupils remaining after school, who are not attending a supervised activity, **should only be** at Homework Club: you should not be in any other part of the school unsupervised (pupils will not have access to IT rooms after 4pm unless taking part in an activity with staff).

Leaving the premises during the school day

If you are below the Upper Sixth you may not leave the site at breaktime or lunchtime (or at any time during the school day) unless you have specific permission from your Head of Year, Head of House, Head of Sixth Form, Assistant Head or Deputy Head. Upper Sixth pupils are afforded the privilege of leaving the school site at lunchtime only, and only if they sign out and sign back in at reception (Lower Sixth pupils will be awarded this privilege after Upper Sixth go on study leave).

Upper Sixth pupils who have no lessons during the afternoon may sign out at reception after pm registration if they have been given permission to do so by their parents and have completed the relevant form. In all other cases, for example, a medical or dental appointment, pupils will not be permitted to leave the school without written or oral permission being obtained from a parent/guardian (e.g. note, text message or telephone call).

Pupils who are attending after-school clubs, activities, revision sessions or support lessons are not permitted to leave the school site at 4pm (e.g. you may not go to Sainsbury's between the end of school and the start of your after-school event at 4.15pm). Any pupil remaining after school must stay on the school site until their activity has ended and they are collected by parents or are returning home.

Driving, parking and pedestrian safety

In the interests of safety, Senior School parents should not drive into the school grounds when delivering or collecting you at the beginning or end of school. Parents should not park in any way that may cause a hazard in Compton Road or Merridale Lane. For safety reasons, you should only ever enter via one of the pedestrian gates. You should always cross Compton Road by the crossing and take great care crossing Merridale Lane. Please do not arrange to be picked up outside the Arts Centre.

Sixth Form pupils must not park on site – please use the Zion City Tabernacle Car Park.

Absences

- All absences must be supported by a parental or doctor's note/email - pupils will not be permitted to leave the school site without written or verbal notification to Reception from a parent/guardian.
- Permission for planned absence (of more than one day) should be sought in advance using the Firefly form: [Absence Request Form - Senior — Wolverhampton Grammar School](#)

Lessons

- You may never miss a lesson without prior permission, or unless you are reporting ill to main reception.
- Permission to miss a lesson (for example because of an instrumental lesson) should be sought at least 24 hours in advance.
- Permission to miss a Games/PE lesson (for example because of injury) should be provided in writing by your parents. Where a long-term injury occurs, a doctor's note may be required.
- You should not have to go to your locker between lessons. If you must, it does not justify lateness to your lesson.
- Sixth Formers are expected to work in study periods. Playing games or pastimes, inside or out, is not allowed.
- Exam malpractice and cheating in tests and assessments will not be tolerated.

Uniform

The purpose of having a school uniform is to ensure that all pupils are identified with the school and all appear neat and unobtrusive. All pupils should wear uniform in accordance with the published school

uniform standards (Year 7-11 and Sixth Form) which can be found on the school website. School uniform is formal attire, like a suit, and as such it is inappropriate to wear it informally (e.g. with shirts not tucked in). It is important that pupils, staff and parents work together to maintain the school's high reputation in this respect. Sixth Formers do not wear uniform; they wear suits instead (see Sixth Form Uniform Standards). Some key points include:

- Shirts should be tucked in at all times, including at lunchtime
- You may wear trainers for informal ball games, but you must wear correct shoes at all other times in school and for lessons and journeys to and from school.
- You may remove your blazer for informal ball games, otherwise it must be worn at all times unless you have been given permission to remove it (e.g. because of hot weather).
- The uniform standards still apply when coming to, and going from, school.
- Clothing should not be adjusted, shortened, or tied back to adjust the intended fit.

Bags

Bags must be with you, or in your locker, at all times - they should not be left around the school site, in the Fishbowl, on the science lab bag racks or in the Derry locker room or outside the Derry Hall at lunchtime. Any bags left in these areas will be removed to the Deputy Heads' offices and will need to be collected.

Drinking and eating

- You may drink water or squash (but nothing else) in lessons (except in some, where teachers feel that it creates a hazard), using bottles with sports caps.
- You can eat in the Derry Hall, the Sixth Form Cafeteria or outside – pupils may not eat in classrooms unless attending a club/activity or unless a member of staff is present.
- Fizzy and caffeinated energy drinks (e.g. Red Bull) are not permitted.
- Caffeine supplements and high-dose caffeine products are not permitted.

Music

- Do not use earphones when conversation is more beneficial
- AirPods/ear/headphones must not be worn between lessons and should only be used in class if instructed by a member of staff.
- Bluetooth speakers are not permitted. If pupils wish to listen to music they must use earphones.

Valuables

- Don't bring any to school if you can avoid it - there is no reason to bring large sums of money into school.
- It is your responsibility to keep your valuables safe. Use your locker at all times.
- If you bring in something expensive, make sure it is insured.
- You may not sell any items to other pupils in school, regardless of value.
- During PE and Games lessons, pupils should place all valuable items (including mobile phones) in the valuables box provided by staff.

Lockers

Every pupil has a large locker. Locker keys/padlocks are issued by the Head of Year/Head of House/Head of Sixth Form. Keep your key/padlock safe, preferably on a distinctive key-ring, but don't keep the locker number with the key. Any keys found should be handed to the Head of Year/Head of House/Head of Sixth Form who will also supply replacements for lost keys, at a cost.

Bicycles

Please do not ride your bicycle into or out of the school gates or anywhere on the school premises. Push it, and padlock it in the rack. For your safety, wear a helmet to cycle.

Homework

Homework is set for all years on the following basis (timings are approximations):

Year	Subjects	Time spent per subject
7	Daily - 1 (once a week 2 subjects set) Fortnightly - approx 13	English and Maths: 30 minutes Other subjects: 40 minutes DT, Art, Music, Comp Sci, Drama: 60 minutes per half-term
8	Daily - 1 (twice a week 2 subjects set) Fortnightly - approx 15	English and Maths: 30 minutes Other subjects: 40 minutes DT, Art, Music, Comp Sci, Drama: 60 minutes per half-term
9	Daily - 1 (three times a week 2 subjects set) Fortnightly - approx 17	English, Maths, German, French and option subjects: 30 minutes Other subjects: 60 minutes
10	Daily - 2 (once a week 1 subject set) Fortnightly - approx 18	45 Minutes
11	Daily - 2 (once a week 1 subject set) Fortnightly - approx 18	50 Minutes

Sixth Form work will be set as required. Sixth Form pupils should expect to undertake work outside of class, in an average week, around 3 hours per subject per week in the Lower Sixth and around 4 hours per subject per week in the Upper Sixth. Pupils who undertake less than this volume of work are highly unlikely to achieve their potential. All subjects are also likely to set private study work to be completed during those periods assigned for silent study in the Sixth Form Library.

If no specific work is set by a subject on an evening (e.g. if a topic is finished and the teacher has yet to begin the next) then you are expected to use the time to re-read and review recent work to ensure that its content is properly understood.

Sports and Outdoor pursuits

It is important that you understand that commitment is a vital component of participation. Being part of a team, group, society or other body of people means that the success of the whole venture depends on your continued consistent involvement: other people need you to be there in the same way that you need their presence.

In sport in particular it is an honour for you to be selected to represent your school and we take for granted that you will take part. If there is a clash of commitments with outside activities - for example, with a Saturday job, membership of another team or avoidable family commitments - the school expects you to honour your school commitment.

In the following sports, the school requires pupils to wear protective items, even in practice. No pupil will be allowed to participate without such protection where it is specified.

Cricket - helmet (for all batters, and fielders when close to the bat)

Football - shin pads

Hockey - shin pads and mouth guard

Squash - goggles

The school provides cricket helmets and squash goggles, although serious players may wish to purchase their own. You must provide your own shin pads and mouth guard. The school recommends that mouth guards be supplied and fitted by a specialist rather than bought in shops over the counter.

In the summer term only, Sixth Formers may spend periods in which they are not being taught, outside in their designated area adjacent to the Sixth Form Centre: they may not play ball games or in any way disturb teaching when out of doors. The Upper Pavilion balcony is not to be used by pupils.

The Valley is out of bounds and should not be used at any time before or after school, breaktime or lunchtime unless under the direct supervision of a member of staff.

Informal ball games

You may play ball games on Moreton's Piece during dry weather only, on the hard area at the back of the Sports Centre and on the netball courts between the Sixth Form Centre and the Sports Centre. In the summer you must not play/walk on the cricket square and must ensure that, when fixtures are taking place, you play outside the cricket boundary. You may never play ball games in goal mouths or on cricket squares except during official organised games. You may not play informal ball games on the netball courts when they are being used for practices or matches.

Lost Property

If you have **lost** something please check/ask in the following areas:

- main reception;
- lost Property Boxes in the Sports Hall.

If you have **found** something please undertake the following:

- in a classroom - hand the item to your teacher
- outside a classroom - hand the item to reception.
- sports clothing and equipment - hand to a member of PE staff.

Help available in school

Sometimes just getting things off your chest to a neutral person can change your perspective. Sometimes a problem needs to be discussed with the person you think is causing it, or with someone who can change things. Wolverhampton Grammar School takes the need to provide care and advice for all its pupils very seriously. Form tutors and Sixth Form tutors accept that pastoral care is a most important part of their job: they will normally hope to be the first person you will turn to for help. Subject teachers, too, see pastoral care and support of pupils as being integral to their academic role. At school any pupil may always approach any member of staff for help or advice. Teachers are used to balancing the various parts of their job and you can feel safe to trust them to be discreet and caring when helping you with a difficulty.

Even so, pupils are still sometimes nervous of discussing problems with teachers because they are both advisors and authority figures. For that reason, there are various ways in which you can have access to advice or counselling from people within school. Peer Supporters are pupils who have undergone training in listening and basic counselling skills and are available around school. Further details can also be found on the Peer Support page on Firefly.

How to seek help

Pupils are welcome to find any of the senior staff or Heads of Year Seven, Heads or Assistant Heads of House, Heads of Sixth Form, in their offices, and ask to talk confidentially. If you want to talk to the School's Counsellor (Mrs Abbi), you should contact your Head of Year, Head of House or Miss Jones who will arrange a referral for a possible appointment in the Counsellor's office. Where a referral is made parental consent will be required for pupils below Year 11 before the School Counsellor can arrange an appointment. In the first instance an initial drop-in or referral session will be arranged and pupils will be notified of their appointment time via Firefly. If you cannot attend the time given, then you must give at least 24 hours' notice. A maximum of 6 sessions will be provided by the School Counsellor (subject to their agreement and if deemed necessary) - any additional sessions may be subject to charge. Parents and pupils cannot refer directly to the School Counsellor.

Online support can be found on Firefly [Your Welfare — Wolverhampton Grammar School](#) and pupils are also encouraged to reach out for help if necessary using tootoot.

Appendix 3: WGS Mobile Phone and Yondr Guidance

At Wolverhampton Grammar School (WGS), we are committed to maintaining a calm, purposeful, and safe learning environment in which all students can thrive. The presence and use of mobile phones during the school day can undermine this by creating distraction, reducing engagement, and presenting safeguarding risks.

In line with Department for Education (February 2026) guidance that schools should be *mobile phone-free environments by default*, WGS has adopted a policy that significantly limits student access to mobile phones and other smart technology with similar functionality to mobile phones during the school day. This applies particularly to students in Years 7–11, where consistency and clarity are essential to establishing strong learning habits.

To support this approach, the school uses Yondr lockable pouches, enabling students to retain possession of their devices while preventing access during the school day. At the same time, the school recognises the greater independence of Sixth Form students and permits limited, carefully controlled access that does not compromise the wider school environment.

For the purposes of this guidance, the *School Day* is defined as the period between 8:50am and 4:00pm. All expectations outlined below apply throughout this time unless a specific exception is stated.

The effective implementation of these expectations depends on the shared responsibility of students, parents and staff. Students who bring a mobile phone and other smart technology with similar functionality to mobile phones to school are expected to follow all requirements set out in this guidance and to ensure that their device is used only when explicitly permitted. They remain responsible for the safe care of their property at all times. Parents and carers play a key role in supporting the school's approach. The decision to provide a mobile phone rests with the family; however, parents are encouraged to consider carefully the capabilities of such devices and to apply appropriate filtering or monitoring where necessary. In cases of urgency, parents should contact Reception 01902 421326, which remains the most appropriate and reliable point of communication. Staff are responsible for reinforcing expectations consistently and modelling appropriate use of technology. Oversight of this area sits with the Senior Deputy Head, the Designated Safeguarding Lead and Heads of House/Year.

General Expectations

As a general principle, mobile phones must not be used or visible during the School Day. Devices should be switched off and secured in accordance with the arrangements set out in this guidance. Access is permitted only in clearly defined circumstances. If a student does not have a mobile phone, parents should contact the relevant HoH/Y and the relevant tutors will be notified. This expectation applies across all year groups, although the method of implementation differs between Years 7–11 and the Sixth Form.

Expectations for Years 7–11

Students in Years 7–11 are not permitted to access or use their mobile phone at any point during the School Day. Each morning, during tutor time, students are required to place their phone into their assigned Yondr pouch and secure it in the locked position. This process is supervised by tutors to ensure consistency. Once secured, the pouch must remain locked for the duration of the School Day. Students retain possession of their pouch throughout the day, either carrying it with them or storing it securely in a locker. While the phone remains their property, it must not be accessed under any circumstances.

Students may continue to wear standard smartwatches during the School Day. However, as Yondr pouches block mobile phone signals, most smartwatches will lose connectivity once a student's phone has been secured in a pouch. Any smartwatch or wearable device with its own cellular connection (for

example, devices capable of making calls, sending messages or accessing mobile data independently of a phone) must be switched off and secured in the student's Yondr pouch for the duration of the School Day. Such devices are subject to the same expectations as mobile phones.

Expectations for Sixth Form Students

The school recognises that Sixth Form students are developing increased independence and organisational responsibility. Accordingly, they are permitted to carry their mobile phones during the School Day, subject to clear and consistently applied boundaries. Mobile phones may only be used within the Sixth Form Centre. Their use is not permitted elsewhere on the school site, including corridors, outdoor areas, tutor time or while moving between lessons. Phones must remain out of sight at all times outside the Sixth Form Centre. This also applies to all earphones and headphones. Within the Sixth Form Centre, students are expected to behave considerately. The Sixth Form Library is a quiet study space; therefore, voice calls are not permitted, and any audio must be listened to through earphones/headphones. Use of mobile phones in the library must be for academic purposes only. Social media use, gaming and other non-educational activity in this setting are not permitted, and all use must comply with the Student Acceptable Use Policy. Staff may require a student to put their mobile phone away if its use is judged to be distracting, inappropriate, or inconsistent with expectations. Misuse will result in confiscation, and repeated or serious breaches may lead to the withdrawal of Sixth Form mobile phone privileges. In lessons, mobile phones and earphones/headphones may only be used with the explicit permission of the teacher. At all times, mobile phones should be set to silent mode.

Exceptions

The school recognises that, in certain circumstances, access to a mobile phone may be necessary during the School Day. Parents should inform the relevant HoH/Y if their child requires a mobile phone for medical reasons and an alternative Yondr pouch will be provided. Additionally, the School acknowledges that some students may require access to their mobile phones during the school day and reasonable adjustments and adaptations may be made in such circumstances. Such arrangements are agreed on an individual basis with the relevant HoH/Y or Head of ALN.

Other Devices

The use of iPads and the Student Acceptable Use Policy remain unchanged. Smartwatches which rely on connection to a mobile phone are currently permitted, however any smartwatch or wearable device with its own cellular connection (for example, devices capable of making calls, sending messages or accessing mobile data independently of a phone) must be switched off and secured in the student's Yondr pouch. Examination regulations do not permit ANY smartwatch or wearable device being taken into an examination venue.

Offsite Activities

For off-site activities during the School Day, pouches will be unlocked prior to departure. Students may be permitted to use phones while travelling, subject to staff expectations. If returning during the School Day, phones must be secured again before rejoining normal lessons. Outside of the School Day specific details and expectations will be communicated by the member of staff leading the fixture, trip or visit. In some contexts, such as Duke of Edinburgh expeditions, phones may be restricted to emergency use only.

Communication During the School Day

Parents who need to contact their child urgently should do so via Reception. In exceptional circumstances, as determined by a member of staff, students may be granted temporary access to their mobile phone; students should speak to Reception staff or a HoH/Y. Students may also use their school email for non-urgent communication.

Failure to Follow Expectations

Where these expectations are not met, staff will respond in line with the school's Behaviour Management Policy. If a student is found with an accessible mobile phone during the School Day, it will be confiscated and held securely in Reception until the end of the day. Parents will be informed and a

demerit with Detention issued. Repeated actions will lead to further escalation in line with the Behaviour Management Policy. Serious or deliberate attempts to bypass the system, such as tampering with, or purposeful damage to Yondr pouches and possession of an unlocking device or magnet, will also result in a demerit with Detention and/or escalating sanctions.

Yondr Pouch Expectations

Students are assigned a personal, named Yondr pouch which remains the property of the School. They are expected to bring their Yondr pouch to school each day. If a student forgets their pouch, they will be required to hand their mobile phone in at Reception for secure storage until the end of the School Day. Repeated occurrences may result in a demerit and/or further sanction. If a pouch is lost, a replacement will be issued and a charge of £25 applied. Accidental damage or manufacturing faults will be addressed without charge; however, deliberate damage will result in both a sanction and the cost of replacement. Pouches will be collected for safe storage and integrity checks at the end of each academic year. At the end of year 11, pouches will be returned at clearing.

Staff Use of Mobile Phones

Staff play a key role in modelling appropriate behaviour. Mobile phones should not be used for personal reasons in front of students, and even work-related use should be kept to a minimum wherever possible.

Daily Procedures

Start of the day

- Each student must bring their Yondr pouch to school with them every morning.
- It is their responsibility to ensure the pouch is in the unlocked position for the start of Tutor Time. Unlocking stations are available in various locations around the site and at main reception.
- At 8:50am, during morning registration the tutor will ask every student to show them completing the following actions:
 - switching their phone off (and Smartwatch)
 - putting it in their Yondr pouch
 - clicking the pouch shut before then departing for assembly or period 1/remaining for tutor time.

During the day

- The student keeps the pouch and their phone in their possession for the day or in their locker. It remains their property and responsibility, but the phone cannot be accessed.

End of the day

- At the end of the day, on the way out of school, the pupil touches their phone against an unlocking station which opens the pouch.
- Students are to store the pouch in the “locked” position in their school bag until the following morning.

Further details

- If a student comes to school without their Yondr pouch, they must attend Reception where they will hand in their phone to be securely stored until the end of the day.
- If a Yondr pouch is lost or damaged
 - If accidental damage or manufacturing defect renders a pouch unusable, a new one will be issued free of charge. This should be reported to HoY/H.
 - If a student loses a pouch, there will be a charge of £25 for a permanent replacement. Replacements must be obtained as soon as possible from the Finance Office.
 - If a student deliberately damages a pouch (e.g. cuts it open) they will be issued with a Detention and charged for a replacement. Persistent breaches of this nature may lead to further sanctions.

- If a student is found with a mobile phone that is not locked in a Yondr pouch the mobile phone will be confiscated and stored securely in Reception. In most cases this will be viewed as a serious breach of school rules and will result in a Detention.
- If a student goes home at the end of the school day without unlocking their pouch, unlocking stations remain accessible for as long as the school site is open.
- If a student needs to contact a parent during school hours, they should go to Reception and ask to use their phone there. They may also attend the HoH office where there is an unlocking station. Students may also email parents from their school account.
- If a student needs to leave school early for reasons of sickness or an appointment, a supervised unlocking station is available throughout the school day at Reception. The phone will be unlocked at the same time as the student signs out.
- If a student arrives at school after morning registration, the student will lock their phone in their pouch as they are signing in.