

**School Day Structure from September 2017:**

2017-8 Timetable		M	T	W	Th	F
Staff Briefing AM	8.00-8.15	Staff Briefing AM	Staff Briefing AM	Staff Briefing AM	Staff Briefing AM	Staff Briefing AM
Tutor Time 1	8.15 - 8.45	Taxi duty	Taxi duty	Taxi duty	Taxi duty	Taxi duty
Period 1	8.45 – 9.30					
Break 1	9.30-9.45					
Period 2	9.45 – 10.30					
Period 3	10.30 – 11.15					
Break 2; Tuck	11.15-11.30	Tutor detention	Tutor detention	Tutor detention	Tutor detention	Tutor detention
Period 4	11.30 – 12.15					
Period 5	12.15 – 1.00					
Tutor Time 2	1.00 – 1.15	Taxi duty	Taxi duty	Taxi duty	Taxi duty	Taxi duty
Lunch	1.15-1.45	MLT	MLT	MLT	Attendance Detention	MLT
Period 6	1.45 – 2.20					Staff Briefing PM
Period 7	2.25 – 3.00					SLT Detention 1.15-3.00 Tutor Reports
PM Dismissal	3.00	Taxi duty	Taxi duty	Taxi duty	Taxi duty	Taxi duty
Staff Briefing PM	3.00-3.20	Staff Briefing PM	Staff Briefing PM	Staff Briefing PM	Staff Briefing PM	3.20 Finish

**Weekly Points Sanctions Procedure:**

Tutor detention	KS3 & 4 tutors	First sanction	15 minutes
MLT detention	Middle Leaders	Second sanction	30 minutes
SLT detention	SLT	Third Sanction; serious incidents	1.45 minutes
Attendance detention	MLT /CM	See attendance policy	30 minutes

## Uniform Policy

Staff reserve the right to a final decision on all disputes over uniform or appearance. The general guidelines are:

### KS3 main cohort

- present or last school uniform – but no requirement to wear tie or blazer.
- On outdoor education days, pupil to wear suitable outdoor clothing as directed by OE staff.
- Small earrings, bracelets, necklaces and fingers rings are permitted. However, staff will make a risk assessment judgement on all jewellery and piercings. The general rule is that jewellery should be discreet or unobtrusive and not pose a risk to self or others.

### KS4 main cohort

- Black trousers – not jeans, jeggings or leggings. No ripped trousers, tight-fitting sports trousers or shorts.
- Black or dark navy sweatshirt or polo shirt. No hooded tops.
- No logos are allowed on any item of clothing.
- Small earrings, bracelets, necklaces and fingers rings are permitted. However, staff will make a risk assessment judgement on all jewellery and piercings. The general rule is that jewellery should be discreet or unobtrusive and not pose a risk to self or others.

### Medical students

Medical students should wear own school uniform. If this is problematic, then KS4 guidance should be followed.

### Uniform Sanction Procedure:

Incorrect Uniform	Student Consequence	Further action	Refuses to attend detention
First instance in term	- 25 points	Phone call home/ report	
Second instance in term	Tutor Detention	Phone call home/ report	MLT detention
Third instance in term	MLT Detention	Phone call home/ report	SLT detention
Fourth Instance in term	SLT Detention	Possible review; SLT to contact parents	Parental Review

**Attendance Concerns Procedure:**

Attendance Issue	1.Student Consequence	2. Refusal to attend detention	TGA action
<b>Late before register closes (before 9.00am)</b>			
Late – first instance	-15 points	MLT detention	CM warning; CM to question student for reason for lateness. CM call home/ mention in tutor report
Late – second instance	- 25 points		
Late – third instance	Tutor Detention		
<b>Late after register closes (after 9.00); valid explanation for lateness given to CM</b>			
Late – first instance	Tutor Detention	MLT Detention	CM warning; CM to question student for reason for lateness. Unauthorised absence recorded; CM call home/ mention in tutor report.
Late – second instance	Attendance Detention	SLT detention	
Late – third instance	SLT detention	Parental Review/SLT sanction	
<b>Persistent Lateness</b>	Parental review; SLT detention	Possible further SLT sanction.	CM/SLT to meet with parents to discuss issue. Invite Prevention Service worker/ Possible referral to Prevention Service. Mention in tutor report.
<b>Leaving Centre briefly and returning.</b>	MLT detention	SLT detention	Safeguarding procedures to be followed. CM call home/ mention in tutor report
<b>Absconsion (no return)</b>	SLT Detention	Parental Review/SLT sanction	SLT/CM parental meeting; Safeguarding procedures to be followed. Contact police (101 call); parents contacted & relevant multi-agencies. Mention in tutor report
<b>Truancy (deliberate intent to miss school)</b>	SLT Detention	Parental Review/SLT sanction	Safeguarding procedures to be followed. Fast Track process to be followed for repeated instances of truancy. Mention in tutor report.
<b>Persistent Absence (Below 85%)</b>	Attendance review		SLT/CM parental meeting; CM to warn parents & student. Invite Prevention Service/ CSS worker/ Possible referral to Prevention Service. Fast Track process to be followed for persistent absence. Possible further SLT sanction. Mention in tutor report.