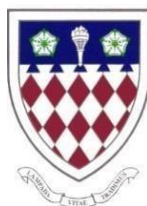


SPALDING HIGH SCHOOL



BEHAVIOUR FOR LEARNING POLICY 2026 - 2027

HEADMISTRESS:	Mrs M K ANDERSON
DEPUTY HEADTEACHER:	Mrs T WALDRON
ASSISTANT HEADTEACHER:	Mr B LOVE (Teaching & Learning, Y7-10)
ASSISTANT HEADTEACHER:	Mr J BLACKBOURN (Assessment & Reporting, Y11-13)
ASSISTANT HEADTEACHER:	Mrs L RAY (Safeguarding)
SENDCo:	Mrs V HICKMAN
HEAD OF SIXTH FORM:	Mrs H WALDRON
LINK GOVERNORS:	Mrs D MULLEY Mrs F HAUNCH
DATE AGREED:	Revised July 2026
REVIEW FREQUENCY:	Biennial

Executive Summary:

The aim of this policy is to set out the arrangements for rewards, support, interventions and sanctions at Spalding High School. It is underpinned by the ethos and values of the School community.

Chair of Governors

Date

Headmistress

Date

At Spalding High School we expect all students to:

- **Arrive promptly** with all books and equipment
- Focus quickly, show initiative and get **actively involved** in learning
- Demonstrate **excellent** behaviour and concentration, and persevere
- **Seek advice** about areas of uncertainty and respond positively to feedback
- Meet deadlines and **produce work to their highest standard**, with evidence of taking responsibility for their own learning
- Have a **good attitude to learning** with involvement in class or group activities, while often collaborating effectively with others.

Rewards

Praise Verbal and written feedback, encouragement, compliments and praise.	When received As frequently as possible. Each member of staff may nominate one student of the week with names published on the weekly bulletin.
Excellents Awarded by subject staff in line with department policy, by form tutors or support staff.	Staff record excellents on SIMS and students work towards Bronze (15), Silver (30), Gold (50), Platinum (75) and Diamond (100) excellents awards, which are presented at the Achievement Assemblies. Excellent totals for forms contribute towards house points. Students can keep their own record of excellents in their planners. Records of excellents achieved will be shared with parents via the SIMS parent App.
Achievement certificates Awarded by subject staff in line with School policy: Every subject teacher nominates four students from each of their classes to receive one of four awards. The awards are as follows: 1. Progress - “Awarded to the student who, based on their starting point, has made excellent progress.” 2. Contribution to learning environment – “Awarded for full involvement in class or group activities, whilst having a positive impact on the learning of others.” 3. Attainment – “Awarded to the student who has reached the highest standard overall.” 4. Shining Star – “Awarded at the discretion of the subject teacher/form tutor for PSHE in recognition of academic achievement, progress, effort, good manners and/or exemplary behaviour.” 5. Attendance – “Awarded in recognition of an attendance of 97% or over” (Achievement Assembly 2 & 3) 6. Librarians’ Award - Awarded at the discretion of the School Librarians’ in recognition of exceptional effort and engagement with the School’s reading scheme including Accelerated Reader (Achievement Assembly 3 only) End of Year additional awards: Year group subject award- attainment Form Tutor shining star award Work Experience Certificates	Presented at the Achievement Assemblies (3 per year) and recorded on SIMS InTouch to generate a letter home.

Congratulatory letters home	Following presentations at Achievement Assemblies or in recognition of something 'special' to share with parents/carers.
Community Award Staff may nominate a student or group of students who have shown commitment to school or the community in some way. Nominations will take place three times a year at the same time as the nominations for the achievement certificates.	Presented at the Achievement Assemblies and recorded on SIMS InTouch to generate a letter home.
Positions of responsibility within the Form and School Form Captain and Deputy, School Council Reps, Sports Captain, Music Captain and Eco-rep.	Elected by forms. Form Captain and Deputy – three times a year. School Council, Sport and Music – annually.

Support

Subject/Pastoral Concerns recorded on SIMS SIMS behaviour is used as an information system to alert HODs, Form Tutors and HOYs/Senior Staff of issues, incidents or concerns. Subject staff should take initial responsibility/action for subject related issues, Form Tutors for pastoral related issues. Action taken must be recorded on the SIMS behaviour log.	
Subject clinics/interventions Subject based weekly support sessions/clinic many on a 'drop in' basis.	Additional information Timetable of subject clinics to be published at the start of the year. Failure to attend a clinic when directed to do so by a member of staff may result in a sanction.
Contacting parents/carers HODs/HOYs may contact parents/carers to discuss issues arising from SIMS behaviour log or termly monitoring data. Subject staff and Form Tutors may also contact parents directly following discussion with HOD or HOY.	Any parental contact should be recorded on the SIMS behaviour log.
Progress concerns card This is designed for those students whose progress over several subjects has been unsatisfactory and who have not responded to intervention from subject teachers, HODs and Form Tutors. It is operated initially by the HOY and escalated to more senior pastoral staff if necessary. Targets are agreed and set with students. Comments should be obtained in all subject lessons each day and an effort grade O to I should be awarded. Students see HOY at an agreed time every day to check progress. Subject tracking card This is designed for students whose progress in one subject has been unsatisfactory and who have not responded to intervention from their subject teacher. It is operated by the HOD.	Parents notified of its initiation. BE grades may result in a supervised lunchtime. HOD discussion with parents to include notification of the reasons for subject tracking and exit criteria.

Pastoral Support Plan A longer term support plan that is used when student progress is being significantly affected by factors such as behaviour, home circumstances or health and well-being. It is initiated by the HOY and set up in consultation with parents. Regular reviews are held to monitor progress and the impact of targets set and to adjust targets if necessary. Additional support: Students may be referred to the School's SEND team for assessment or to our independent careers advisor. Early Help Assessments may be completed as required and the School will work with outside agencies via the TAC process to help support the student. The EBSA process (Emotionally Based School Avoidance) can be initiated for students who are having severe difficulties in attending school.	Parents/carers involved in initial and subsequent meetings. Support may be given by the LCC PRT (Behavioural Outreach Service) School may apply reasonable adjustment for students with identified needs and/or a history of provision.
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Sanctions

In most cases students should be given a verbal reprimand/reminder first and then the opportunity to correct the issue. Failure to respond to a verbal reprimand/reminder may then result in a sanction.

Records of SIMS behaviours logged will be shared with parents via the SIMS parent App.

School Detentions and the Law

This is an extract from the letter to parents when notifying them of a detention.

Detentions are a sign that your behaviour or attitude is not acceptable; you should not be receiving detentions.

If you are given a detention it is compulsory and not negotiable with you or with your parents; the detention will take place regardless of whether you or your parents agree to it. A slip is sent home to inform your parents of the detention and their signature is simply to confirm they have received notification.

Failure to attend a detention will result in a further sanction followed by completion of the original detention.

Spalding High School detentions:

- Departmental detention - Lunchtime on a day specified by the HOD** (reasons for receiving could include late, incomplete or unsatisfactory work or poor behaviour in class).
- Departmental detention - Monday afterschool 3.45 – 4.30pm** (as above but given if no improvement following a lunchtime detention.) HODs will supervise these detentions on a rota.
- Pastoral detention - Tuesday or Wednesday lunchtime 1.25 – 1.55pm** (reasons for receiving could include lunchtime behaviour, failure to adhere to rules about mobile phones, failure to wear the correct uniform).
- Senior Staff detention - Monday afterschool 3.45 – 5.00pm** (reasons for receiving could include a more serious academic or pastoral incident or persistent failure to complete work/adhere to school rules.)
- Headmistress' detention - Afterschool 3.45 – 5.15pm** at a time arranged by the Headmistress.

Detentions should take precedence over clubs and activities, at lunchtime or after school.

Additional sanctions could include:

Repeating unsatisfactory work

Loss of lunchtime privileges/loss of break time

Being placed on a progress concerns card/tracking card for behaviour

Loss of positions of responsibility/loss of opportunity to represent the School or to participate in School trips

Working with HOD in another class

Internal suspension

Fixed term suspension (at Headmistress' discretion).

Academic Issues Failure to complete or hand in work a) First incident of late/incomplete/unsatisfactory work to be marked as such and work should not receive an excellent. b) Second incident of late/incomplete/unsatisfactory work (without a genuine reason/explanation) results in a conversation with the student, explaining that next time there will be a departmental detention. SIMS behaviour log to be completed so that parents/carers are aware. c) Third incident of late/incomplete/unsatisfactory work (without a genuine reason/explanation) results in a SIMS behaviour log and a departmental lunchtime detention. d) Fourth incident of late/incomplete/unsatisfactory work (without a genuine reason/explanation) results in contact home by teacher or HOD and a departmental afterschool detention. e) Persistent failure to complete or hand in work (or for failure to meet a significant deadline) should be recorded on the SIMS behaviour log with a record of action taken by subject teacher and HOD and the recommendation for the student to be placed in a Senior Staff detention. This should be discussed with JBL/BLO f) Repeated failure to bring equipment will be investigated and an appropriate sanction applied.	Additional information Subject teacher to record in student's exercise book and keep own record. No need for a SIMS behaviour log. Notification of a departmental detention to be recorded on the SIMS behaviour log and notification will be sent home via SIMS InTouch. BLO (main school) and JBL (senior school) to place student in senior staff detention (Monday 3.45 – 5.00pm) with a letter home. This may be escalated to a Headmistress' afterschool detention if appropriate. Everyone starts with a 'clean slate' again at the start of Term 3 and Term 5.
Failure to attend a lunchtime departmental detention (without good reason)	Departmental afterschool detention

Disruption to lessons It is the responsibility of subject teachers/cover staff to maintain order in their classroom to ensure that learning for all can take place. If disruption to learning occurs the subject teacher should take action first followed by referral to the HOD if there is not an improvement. Students may be sent into another class by arrangement with HOD. For serious disruption which needs immediate action, an email should be sent to the reception email group (with HOD and HOY copied in) The on-call member of senior staff will be contacted to remove the student from the lesson. Students may then be placed in isolation pending further investigation.	Subject teacher/cover supervisor to record incident and action taken on SIMS behaviour log. Log to be reviewed by HOD for further comment/action. Pastoral staff to be involved in persistent problems over several subjects. If student is placed in isolation a message will be sent to teachers for work which should be sent to the School office. (Usually coordinated by the Attendance Officer). The matter will be investigated and an appropriate sanction put into place. Parents will be contacted.
Lateness to lessons/School All subject teachers/cover supervisors must take a register and lateness can then be recorded on SIMS.	For repeated patterns of lateness without a good reason, students should be required to make up the time missed which may be via a Departmental or Pastoral detention or at break/the start of lunchtime. A SIMS behaviour log must be completed.

Other Behavioural Issues (alphabetical order). This is not an exhaustive list.

Bullying Refer to the School's Anti-Bullying Policy; students should be encouraged to report incidents so that they can be investigated.	Logged on CPOMS.
Buses Any incident reported should be dealt with by the Form Tutor, HOY or member of the Senior Team. Students should be mindful that their conduct on the bus reflects upon the School. Parents may use the online LCC transport form to report issues directly.	Students will be spoken to and the matter investigated. Parents may be contacted. Other schools/bus companies may be contacted as appropriate. A letter may be sent to parents and ultimately the student may not be permitted to travel on the bus. School based sanctions may also be actioned such as Pastoral or Senior Staff detention.
Discriminatory comments/behaviour To be investigated and logged on CPOMS as a Significant Incident. Refer to the School's Anti-Bullying Policy.	Appropriate education/sanction put in place by HOD/ HOY or senior staff.
Drugs/Alcohol Any suspicion or information that would suggest a student is involved in an alcohol or drugs related incident should be reported to the appropriate HOY and Headmistress immediately. Specific protocols are in place for dealing with alcohol and drugs related incidents in school and these will be followed.	Any drugs or alcohol related incident is a serious breach to the school code of conduct and sanctions will reflect this. The LSCP Risk Assessment will be used to decide on the course of action and level of sanction.
Jewellery All students will be reminded about the rules in an assembly/by the form tutor at the start of each term (6 times a year.) This will be the initial warning for	

everyone. Following this initial warning, if jewellery is still being worn, members of staff should confiscate any jewellery which is not allowed, place it in a named envelope and pass it to Mrs Connolly. Infringements will be logged on SIMS. The jewellery will be returned at the end of the week. If it is a repeated offence (Mrs Connolly will know from the log) the jewellery will be confiscated until the end of term and this will be logged on SIMS with a pastoral detention given.	A standard letter will be sent home to inform parents that jewellery has been confiscated.
Lunchtimes Senior staff and Pupil Support Coordinators tour the site and will be on duty in the canteen and hall. Years 7 to 11 Years 9 - 11 to eat lunch in their form rooms or outside. Years 7 & 8 to eat lunch on the tables in the Hall or outside. In fine weather, students will be encouraged to go outside to eat lunch. Students to access the canteen on a year group basis. When eating in the classroom, students must be seated at desks and must behave sensibly. All rubbish should be placed in bins provided and the classroom should be left clean and tidy for lessons. No students should be eating food whilst walking from the canteen to their form rooms. Students in Years 10 and 11 may visit each other's form rooms at break and lunchtime.	All staff have a responsibility to ensure that students are behaving sensibly at lunchtime and should deal with any poor behaviour they witness. SIMS behaviour log should be completed and the Pastoral Detention may be used. A recommendation to ban students from eating in their form room may be made to the HOY who will make the final decision.
Mobile phones & Smart Watches The use of mobile phones and smart watches is prohibited throughout the school day in Years 7 – 11. See Appendix 1 for the full policy.	
Prohibited Items (Also see sections on Drugs/Alcohol/Smoking and Vaping.)	The LSCP Risk Assessment will be used to decide on the course of action and level of sanction.
Property Subject staff to take action over writing on desks More serious incidents should be reported to HOD/HOY.	Parents may be asked to pay for damage e.g. to textbook.
Rudeness to Staff/Defiance of Staff/Overheard swearing Staff to complete SIMS behaviour log and record action taken. If immediate action needed, Email to be sent to the reception email group to contact relevant HOY or senior member of staff Swearing directly at a member of staff Email to be sent to the reception email group to contact relevant HOY or senior member of staff.	Matter to be investigated/statements collected and appropriate sanction put in place by HOD/ HOY or senior staff. Matter to be investigated/statements collected and appropriate sanction put in place by HOD/ HOY or senior staff.

Smoking/Vaping Incidents of students seen smoking/vaping whilst wearing school uniform outside school should be reported to the HOY. Smoking/vaping on the school premises is prohibited and will be regarded as a serious breach of discipline. No smoking/vaping related items should be in a student's possession whilst in school.	Parents will be contacted and a Senior Staff detention given. This is a serious breach to the School code of conduct and will be reflected in the sanctions given.
Social Media The posting of anything inflammatory, rude, insulting or in any way unpleasant, about SHS itself or about any student or member of staff at SHS will be regarded as a very serious breach of discipline.	Incident will be investigated and student statements taken. Parents to be informed. PCSO may be involved/matter may need to be reported to the police. Appropriate sanctions will be implemented.
Theft Any suspicion of theft should be reported to the HOY for initial investigation.	Theft will be fully investigated and then referred to a member of the Senior Team or the Headmistress.
Truancy All staff must take a register every lesson. Any suspected truancy must be reported to the Attendance Officer who will investigate.	The Attendance Officer will mark any truancy as an unauthorised absence in the register. Parents should be informed by the Attendance Officer or a member of the Pastoral Team.
Uniform/wearing AirPods/chewing gum Speak to the student and give the opportunity to correct the uniform. For subsequent breaches fill in SIMS behaviour log. HOY to monitor at the end of each week and decide on sanction. Students who are unable to rectify the issue immediately will spend break and lunchtime in S5 until the issue is resolved. A letter will be sent home.	The detention letter will inform parents of the breach of the uniform rules. Persistent failure to adhere to the uniform rules should be recorded on the SIMS behaviour log for the attention of the HOY with the recommendation for the student to be placed in a senior staff detention. Parents to be contacted.

Appendix 1.

Spalding High School Mobile Phones and Smart Technology

1. Rationale and Context

The **Children's Wellbeing and Schools Act 2026** has introduced a statutory requirement for schools to prohibit the use of mobile phones and other smart technology with similar functionality to mobile phones throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime. The principles underpinning this legislation are already reflected in the school's approach, which has always sought to minimise distraction, maximise opportunities for learning, promote positive social interaction, and support the wellbeing of all students.

There is a growing body of evidence suggesting that reducing access to mobile devices during the school day can have a positive impact on students' concentration, engagement, academic progress, and mental wellbeing. Restricting access to mobile phones also helps to reduce issues associated with social media, online communication, cyberbullying, and distraction from learning.

Advances in wearable technology mean that many smartwatches now have the capability to send and receive messages, access the internet, record audio and images, and make calls independently of a mobile phone. As it is not possible for staff to determine quickly and reliably whether a smartwatch is cellular-enabled, connected to another device, or capable of independent communication, all smartwatches will be treated in the same manner as mobile phones. This approach ensures that the policy can be applied consistently, fairly, and effectively across the school. Students who wish to wear a watch to school should wear a basic analogue or digital timepiece that performs no function other than displaying the time.

The school recognises that many students need to bring a mobile phone to school for practical and safety reasons, particularly to support their journey to and from school. Therefore, in order to comply with statutory requirements whilst recognising these practical considerations, the following arrangements apply.

2. Expectations

Students in Years 7-11 must not bring, use, or have access to mobile phones or any other smart technology with similar functionality during the school day.

For the purposes of this policy, smart technology with similar functionality includes any device with the ability to send and/or receive notifications or messages via mobile phone networks, or the ability to record audio and/or video. This includes, but is not limited to, mobile phones, smartwatches, tablets, and any similar devices with communication, recording, or connectivity functions.

All such devices must be switched off before entering the school site and stored securely in a locker for the duration of the school day. These devices must not be kept in pockets, bags, or on the person at any point during the school day, regardless of whether they are switched on, switched off, or in silent mode.

These devices will not be used for educational purposes. As such, there is no requirement for students to bring or carry them during the school day.

Students may switch on and use their devices only after formal dismissal from school, in order to check messages from home and confirm arrangements for their journey home. This use must be brief and limited to travel and safety communication.

Students who walk home or are collected by car may only use their devices once they are outside of the green gates at the front of school, or the back gate adjacent to the Year 7 playground. Students are expected to remain alert to their surroundings when leaving school and must not use devices while crossing roads or in any way that compromises road safety.

Students who travel home by bus may only use their devices whilst waiting in the netball court, and only for the purpose of confirming or receiving information about their transport arrangements. Once this has been completed, devices must be switched off. Students should remain alert whilst waiting, as being distracted may mean they do not hear their bus being called.

Should a student need to contact home during the school day, they should do so via the School Office. Similarly, if a parent or carer needs to contact their child urgently, they should telephone the School Office.

The school does not accept responsibility for loss, damage, or theft of mobile phones or other smart technology brought into school, including on school trips and visits. Parents and carers are advised to ensure that appropriate insurance is in place should they choose to allow their child to bring such items.

Where a theft is reported, the school will make a reasonable attempt to investigate the matter and may involve the police where appropriate.

3. Exceptions

There are a small number of exceptions where mobile phones or other smart technology may be permitted to support an agreed medical, pastoral, or educational need. Any such arrangement will be agreed in advance by the school and will be based on individual circumstances.

For example, in some cases, the use of a mobile phone may constitute a reasonable adjustment for a pupil with a disability. Where access to a mobile phone is necessary due to the nature of a pupil's disability, this will be considered as part of the school's duty to make reasonable adjustments, and a failure to do so may constitute a breach of that duty.

Mobile phones may also be required in certain medical circumstances. For example, pupils with diabetes may use continuous glucose monitoring systems that are linked to a mobile phone in order to monitor blood glucose levels. In such cases, appropriate arrangements will be made to support safe and effective use during the school day.

In addition, Sixth Form students may be permitted access to mobile phones or other smart technology at specified times and in designated areas of the Sixth Form provision. This reflects the increasing independence and personal responsibility expected of students at this stage of their education.

Permission to use mobile phones or other smart technology under these exceptions does not constitute an exemption from all restrictions. Any permitted use will be clearly defined and must be limited strictly to the agreed purpose and time.

4. Sanctions

If a student is found in possession of a mobile phone or other smart technology at a time when such devices are not permitted, whether switched on or off, being used or not, the device will be confiscated by the member of staff and handed to the School Office.

Confiscation in these circumstances is a legitimate disciplinary sanction and the law protects staff from liability in any proceedings brought against them for loss of, or damage to, items they have confiscated as a disciplinary sanction, provided they have acted lawfully and in accordance with school policy.

The student will then be sanctioned in accordance with the graduated response outlined below:

First Offence

- The device will be confiscated and retained in the School Office until the end of the school day.
- The student will receive a Pastoral Detention.
- Parents/carers will be informed of the infringement and confiscation.
- The student will report to the Headmistress at break time on the following school day to discuss the contravention of school rules and expectations.

Second Offence

- The device will be confiscated and retained in the School Office until the end of the school day.
- The student will receive a second Pastoral Detention.
- Parents/carers will be informed of the repeated infringement.
- The student will be required to hand their device to Reception at the start of each school day for a period of two school weeks.

Third Offence

- The device will be confiscated and retained in the School Office until the end of the school day.
- The student will receive a Senior School Detention (SSD).
- Parents/carers will be informed and may be invited to attend a meeting with the Headmistress or a designated senior member of staff.
- The student will be required to hand their device to Reception at the start of each school day for a period of six school weeks.
- The student will report to the Headmistress at break time on the following school day to discuss the contravention of school rules and expectations.

Fourth Offence

- The device will be confiscated and retained in the School Office until the end of the school day.
- The student may be suspended for persistent defiance of school rules.
- Parents/carers will be required to attend a reintegration meeting following the suspension.
- The student will be required to hand their device to Reception at the start of each school day for a period of twelve weeks following their return to school.

Failure to Comply

Failure to surrender a mobile phone or other smart technology when instructed by a member of staff will be treated as an act of defiance and sanctioned accordingly.

Any attempt to conceal a device, use an undeclared device whilst subject to a hand-in sanction, or otherwise circumvent this policy may result in an immediate escalation to the next stage of the graduated response.

Failure to hand a device to Reception when subject to a hand-in sanction will be treated as a further infringement of this policy.

The Headmistress reserves the right to vary the application of this procedure in exceptional circumstances.

Review of Sanctions

Students who successfully complete a hand-in period without further infringements will return to the standard expectations of the school. Repeated infringements within the same academic year will normally result in progression to the next stage of the graduated response.

5. Staff Use

Staff must not use their personal mobile phones or other smart technology for personal purposes in the presence of pupils during the school day and are expected to model high standards of conduct at all times in order to reinforce the school's expectations for pupils.

6. Trips and Visits

The school will determine the arrangements for the use of mobile phones and other smart technology with similar functionality on trips and visits. Consideration will be given to ensuring that pupils' educational experience is not disrupted by the presence or use of such devices. As such, the use of mobile phones and other smart technology may be restricted or prohibited on educational visits, including residential trips and activities taking place outside of normal school hours.