

Handbook

And finally...

This is an excellent school with teachers who work extremely hard to ensure that you receive the best education possible within a safe and caring environment.

You play your part too, by following instructions, being polite and respectful and representing yourself in a positive manner.

Together we create success and together we celebrate success. We want you to be successful and to leave The Norwood School as a well rounded individual with a knowledge of, and interest in, what happens in the world around you.

Remember the key words:
Be ready, Be respectful, Be Safe.

Have a happy, successful & enjoyable year.

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The Norwood School

Behaviour, Safety & Conduct
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Handbook

The Norwood School Handbook

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Introduction

Ready, Respectful and Safe

At Norwood, our approach is shaped around the 95% of learners who arrive every day keen to learn and eager to please.

This handbook has been written to make things clearer for you. In it you will find information about our expectations of you; how we want you to conduct yourself and how we expect you to present yourself.

We believe that every one of you has the ability and maturity to understand the rules of the school. Rules are in place everywhere in society and we all have to get used to following them, even if we do not necessarily agree with them.

If you do choose to ignore the expectations we have of you or wish to be seen as someone who tries to flout the rules, then you are choosing to be noticed for the wrong reasons. You will be challenged by adults in the school should you do this.

So, get the basics right. Follow instructions, be Ready, Respectful and Safe. Work with us to ensure that our school, The Norwood School, continues to go from strength to strength.

This handbook works in conjunction with the school's Behaviour Policy.

We follow three basic rules in our approach to behaviour:

Three Rules & Five Pillars

1. **Ready** All students should be ready for school and the lessons ahead
2. **Respectful** Everyone shows respect to all members of the school community
3. **Safe** We make sure that we have a safe and positive environment for everyone

We have five pillars of practice that will underpin our approach:

1. Calm, Consistent Adult Behaviour
2. Relentless Routines
3. First Attention to Best Conduct
4. Scripting Difficult Conversations
5. Restorative follow-up

We believe that these strike the right balance between rules and values, and they will be clear, consistent and relentlessly pursued. They will form the central part of any conversation about behaviour that takes place in our school.

You need these behaviours to be a successful learner at Norwood.

Ready

This means that all students should be ready for school and the lessons ahead

- Attendance & Punctuality: You will aim to be in school all day, every day and be on time, both to school and lessons, to give the best opportunity to learn and achieve.
- Uniform and Equipment: You will wear our uniform with pride and will have the correct equipment for school so we can fully engage in lessons.
- Home Learning: You will complete all home learning to the best of our ability so that we are fully prepared for our next lesson.

Respectful

This means that we will show respect to every member of the community, including ourselves

You will:

- Follow instructions
- Care for our environment
- Make a positive contribution to every lesson and avoid disrupting the learning and progress of others
- Have kind words and actions
- Treat everyone in the way that we expect to be treated, using appropriate language and good manners

Safe

This means that we make sure that we have a safe and positive environment for everyone, regardless of race, gender, sexuality, faith or skin colour.

You will:

- Never use physical contact and be aware of the safety of others
- Always be where we should be
- Not accept racist, homophobic, sexist or derogatory language when talking about ourselves or others
- Report anything that we feel risks the safety and wellbeing of others and ourselves

Remember, we are a community.

These are our collective rules

- Your behaviour
- Your choice
- Your consequence
- Our rules
- Proportionate Response

Class Charts & House System

We use Class Charts as our way of recording and monitoring behaviour at Norwood. When instances of good behaviour and bad behaviour are demonstrated, adults in the school will record them on Class Charts. This information forms part of your school record.

This allows us to have an overview of how you are all behaving and what types of positive and negative behaviours are being demonstrated. We want to catch you doing the right thing. Adults in the school currently record four times more positive behaviour incidents than negative. This shows that we want to see you doing well. It also shows that

many of you know how to behave properly and are ready, respectful and safe. Class Charts has specific apps for both students and parents, meaning that everyone is kept informed of the points students gain and the incidents they have been involved in. Login details & guides will be shared with you by your tutor at the start of the year.

Your tutors and head of year will regularly update you on how you are doing and those who consistently do well will be rewarded. Those who choose to be consistently poorly behaved will also have your record discussed and there will be sanctions for these students.

House System

There are a number of reasons why a House system can be very beneficial to a school, and these include:

- Identity - A House system helps with a sense of belonging, creating four smaller communities within the school.
- Collaboration - Students of all ages can work together and support each other in a house system, as well as staff who are all also allocated to a House.
- Competition - Houses provide a great sense of competition across the school with a range of competitions being organised and everyone competing to be the best house!
- Leadership - Students are given more opportunity to develop leadership skills, with house captains from the Sixth Form and vice-captains from every year group.

Every student will be allocated to one of four houses, and in keeping with the school's specialism, our houses will be named after London Theatres. Apollo, Phoenix, Barbican and Globe. Every house will have a member of staff who will be Head of House.

There will be a whole range of competitions, from sports to academics, creative to cross-curricular, as well as some random ones thrown in!

Every subject area will run House events and competitions. Some of the current competitions that we already run will be brought into the house system.

Sports Day will take place in Houses and will be the culmination of the year. Every competition will have points attached that count towards the House totals.

As well as people winning points for their house via these competitions, house points will also be awarded on Class Charts for positive behaviour, including the new House Points in every lesson.

- For effort, achievement, hard work, contributions, excellent behaviour, or specific tasks.
- Points will also be awarded for positive behaviour outside of lessons.

The points gained for behaviour (via Class Charts) and the points gained from competitions will be added together for house totals.

These will be shared weekly so we know who are the winners for each week and who is leading overall.

The House that gains the most points over the course of the year will be crowned House Champions, lift the House Trophy and will get the opportunity to go on an exciting Reward trip!

Positive Behaviour & Rewards

Positive Recognition We pride ourselves on rewarding hard work, excellent behaviour and punctuality here at Norwood. Tutors, teachers, Heads of Year and Heads of House will add reward points on Class Charts, will contact home frequently and will highlight individual, team and class successes in assemblies, newsletters, displays around the school and on the website. Regular trips and visits are organised to reward students who get it right on a day to day basis.

As teachers we want to stay relentlessly positive in our outlook and in our approach with you as students, including ensuring positive recognition is frequently used. If you do the right thing you will be rewarded with some or all of the following:

If you do the right thing you will be rewarded with some or all of the following:

- Positive postcards
- House points
- Praise
- Positive phone calls home
- Recognitions boards being used in classes
- Displays of achievement around school, on the website and in newsletters
- Celebrations in assemblies and rewards trips with your year group

You can earn student achievement badges as well, these include:

- Bronze (50 overall points)
- Silver (100 overall points)
- Gold (200 overall points)

House Stars:

- Bronze (25 house points)
- Silver (50 house points)
- Gold (100 house points)

Rewards

House Points Every lesson, teachers will want to give out House Points to between three and five students. They can be given for effort, achievement, hard work, contributions, excellent behaviour, or be task specific for that lesson.

Positive Postcards Positive Postcards are a key part of our approach. These will be given out weekly to one or two students in each class and shared in FeelGood Friday in tutor time.

Form Group Star Form tutors will award one Form Group Star every week. This can be awarded to students who have worked hard over the course of the week, contributed positively to the form, made a real improvement in their punctuality, etc.

Hot Chocolate with the Heads Every week one person from each year group will be put forward for Hot Chocolate with the Heads. Students will be nominated for going 'over and above' in some way over the preceding week.

Half-Term Hero At the end of each half-term each subject area will nominate two Half-Term Heroes in each year group. These students are the ones who have worked very hard, put in a great deal of effort or demonstrated a positive approach.

Achievement & Progress Following each assessment cycle class teachers will reward students for the following:

Subject Effort

Subject Progress

Subject Achievement

Extra Curricular When you take part in ExtraCurricular activities you will be given points on Class Charts.

Negative Behaviour & Sanctions

Sanction is another word for punishment. A sanction is what you can expect to be given when you do something wrong. Some detentions will be automatically set, such as triage detentions, truancy detentions and out of lesson without permission detentions. (We will of course use Class Charts to record instances of negative behaviour and will have sanctions in place for this. All your teachers will record instances as swiftly as possible so that action can be taken where necessary). The school operates a range of sanctions. The more serious the misbehaviour then the more serious the sanction.

Sanctions may include:

- **Repair** Wherever possible we will look to see if there is a way you can repair any damage caused by your negative behaviour, this may include repair conversations, restorative justice and undertaking repair work
- **Detention** This is when you are kept behind after school or deprived of your social time. If you are given a detention then you are expected to attend it without argument or discussion. It is up to the member of staff who has given you the detention to decide when it will be and how long it will last. You can be kept after school between 30 minutes and one hour without us having to notify your parents/carers.
 - Other detentions may be given for displaying misbehaviour in and around school or the building. This includes being late to school, late to lessons and behaving irresponsibly in corridors.
 - You are expected to attend any detention you receive. Failure to attend detentions will result in further sanctions, including extended detentions, internal exclusion in the Greenhouse or an external exclusion to one of our partnership schools.
- **Internal Supervision** This will occur when you have behaved in a way that is serious enough to warrant a period of time in the Greenhouse, our onsite supervision space. You may be referred here for one day or it may be for longer depending on the nature of the incident and your previous behaviour record. Whilst in the Greenhouse there are clear expectations to adhere to. Failure to do this will result in a fixed term supervision out of school.
- **Fixed Term Supervision** An external supervision is given for continued poor behaviour or serious poor behaviour. You will be asked to go to one of our partnership schools until the end of your exclusion, if available, when a meeting will take place between a member of the senior team and your parent/carer. This is not a choice. If you get excluded regularly you and your parent/carer will be asked to meet with the governors of the school. (The people in overall charge of the school.)

Classroom Behaviour & Triage

These steps are focussed on small but certain consequences and a restorative, not punitive ending. We want you as students to learn to take responsibility for your actions.

Behaviour & Triage

1. Reminder: A teacher might remind you about behaviour expectations. This will be delivered privately wherever possible. A teacher might need to repeat reminders if reasonable adjustments are necessary.

2. Warning: If your behaviour and attitude are not adjusted, your teacher will give you a clear verbal warning delivered privately, again, wherever possible, making sure you are aware of your behaviour and they will clearly outline the consequences if you continue to behave in this way. 'Think carefully about your next step.'

3. Last Chance & Two Minutes: Your teacher will speak to you privately and give you a final opportunity to engage. Your teacher will offer a positive choice to do so and refer to previous examples of your good behaviour where possible.

This last stage will come with the consequence of staying behind for two minutes after the lesson.

4. Removal Your teacher might ask you to wait a short time outside your lesson or you might be sent to Triage. Your teacher might give you time to calm down, breathe, look at the situation from a different perspective and compose yourself.

5. Repair This could be a short conversation with your teacher about the behaviour at breaktime, or it might need to be a more formal conversation at the end of the day if you were sent to Triage. If you are triaged you must attend the Triage repair session at the end of the day. This is your opportunity to speak politely to your teacher and move forward.

If you are triaged during a lesson this means you have either had three warnings and had to be removed for disrupting the lesson or you have done something that means you could not be taught in your regular class. You will automatically receive a Triage Detention. This will take place after school. The detention will be up to one hour long. Attendance is expected. Failure to do so will result in a further sanction.

Respond in a positive way and make it OK!

On Report

Students who are on report will be monitored electronically on Class Charts. A student who is on report will be highlighted on the 'On Report' symbol on their card on Class Charts. You can be placed on report to your form tutor, Head of Year, Deputy Head of Year or in subjects on faculty report.

Relevant targets are set for the students to meet and teachers are required to say if they have met the target and give a note where relevant. Reports are shared with your family.

Directory of Behaviours

Ready, Respectful, Safe - Behave with Integrity and Courtesy

Integrity means adhering to ethical principles and expectations. It means being honest and behaving in a correct manner at all times, particularly when you are in an area which is not staffed or where you are expected to manage your own behaviour.

Courtesy simply means demonstrating polite behaviour; that you have excellent manners and social conduct. We expect you to be courteous to all other members of the school community and visitors to our school.

In Lessons

Your lessons are where learning takes place. You have the right to an education that provides you with the skills and knowledge to improve and succeed. You also have a responsibility to behave in a way that:

1. Allows your teacher to teach and;
2. Allows other pupils to learn

If you do not follow these expectations and help create an environment where all pupils feel safe and able to learn and achieve, you choose to be given a sanction or consequence.

The teacher is in charge of the classroom. They decide who sits where and how the lesson will be taught. Follow their instructions and requests without discussion or argument. Do not challenge the authority of the teacher, even if you disagree with it. Your teacher and other staff present in the lesson have to divide their time between all of you. Therefore, there will be times when you have to work independently or as part of a group. Manage your own behaviour and ensure you do this sensibly and without affecting the learning of others.

LESSONS

Behave respectfully & safely
in lessons, be ready to learn

Corridors

Behave respectfully & safely
in corridors

In Corridors

There are over 1,000 people in our school community. We all have the right to go about our duties feeling safe. Corridors are for movement; to get from one part of the building to another. We often need to move quickly but need to do so calmly.

We have the following expectations:

- Move quickly and purposefully but sensibly; walk in the corridors and do not run
- Travel on the left hand side of corridors and stairs, using the correct swing door where necessary
- Allow people to move freely without obstacle; do not gather in groups
- Speak quietly – no shouting, screeching or screaming etc.
- Hold doors open for others
- Travel in the direction that members of staff instruct you
- Keep hands, feet and derogatory comments to yourself and understand each other's need for personal space. Do not hug, cuddle, kick, slap etc
- Use the bins provided for your rubbish, including the recycling bins. You may have to hold your litter until you come to a bin. Do not use the floor as your bin
- Your full school uniform should be visible. Therefore no outdoor clothing, such as coats, gloves, scarves, hats, sunglasses, ear muffs etc should be worn in the corridors
- When you arrive at your classroom, you should enter in a calm and sensible manner and begin to work without delay

In Dining Areas

The dining halls are communal spaces used by us all. They are places to eat and drink in and to socialise sensibly with friends. The expectations of behaviour in the dining halls are very clear:

- Demonstrate good manners. When eating, do so properly and in a socially acceptable way
- Clear up when you have finished. Take your plate, cutlery and rubbish to the appropriate place. Do not leave it for others to do
- Respect the right of others to eat in an environment that is clean. Do not engage in antisocial behaviour such as throwing food
- Report any spillages or mess so it can be tidied quickly
- Be polite and respectful to kitchen staff; say 'please' and 'thank you'
- When you have finished your meal, leave your area tidy and vacate the dining room
- Walk calmly and sensibly. Room is at a premium and others are carrying their food and trays so behave accordingly
- Outdoor clothing should already have been removed before entering the dining spaces
- Use bins, including recycling bins provided in and around the dining hall for your rubbish.
- Do not gather or loiter in the Dining Hall

Dining

Behave respectfully & safely
in the dining halls and eating areas.

In Playgrounds

The playgrounds and social spaces are to be used and enjoyed by all pupils. Each of you has an equal right to use all areas. No area is 'owned' by or 'belongs to' any particular group or year. However, staff might instruct students to use particular playgrounds in order to ensure students' safety and well-being. Ball games should only be played in designated areas.

Please be aware of the following:

- All pupils and staff have a right to feel safe in the playgrounds
- Physical acts such as pulling, grappling, play fighting etc are not appropriate or permitted. If you are seen acting in such a way you will be told to stop
- If you act in a way that is unsafe, or out of control, you will be told to stop
- If there is something occurring that is not acceptable, e.g. pupils being confrontational to each other then act with integrity and ignore it, do not run to join in, to observe or do anything to heighten the excitement. Inform a member of staff
- Use the bins provided for any rubbish you have. Dropping litter is antisocial and lazy. There are plenty of bins provided and please accept that you may have to walk a few paces to get to one.
- Bells will be rung five minutes before the end of lunch and break. This is your signal to begin moving calmly to your lesson. If you respond to the bell and move straight away, then you will not be late for your lesson
- Sixth form students are on duty at break and lunchtime. They are employed by the school to supervise younger students. Therefore you are expected to follow their instructions and requests. If you fail to respond to a request by a Sixth Former, a member of staff will be informed

Adult Interactions

You'll notice the word 'adults' is used, not 'teachers'. That is because the school employs adults to do many jobs within the school, not just teachers. All adults within the school have the responsibility placed upon them by the Governors and Co - Headteachers to help maintain good order. This means you follow any instructions and requests you are given by adults within the school. This includes teaching assistants, premises staff, office staff, dining staff, technicians etc. You may be told to do something by an adult whom you are not familiar with; in any situation, you must follow the instructions and requests you are given by adults within the school.

We have many visitors to the school. All of them will go away with an impression of us based on what you show them. Sometimes it only takes one poor interaction or one incident of bad behaviour for a visitor to make a negative judgement on all of us. We have people who visit us from other schools, people who visit us to mend equipment; parents who come in for meetings; members of the public. They all should be treated with respect and be shown good manners.

On occasions your regular teacher will not be present to teach your lesson. This lesson may be covered by another member of staff. It may also be covered by a 'supply teacher'. A supply teacher is not a member of the school's permanent staff. They are employed by an agency. Their job is to visit different schools on a daily basis to help teach you when your regular teacher is absent. On the days they are in our school, they are employed by the Headteacher and are considered to be the equal of other teaching staff. If we did not have a selection of supply teachers to use then you would not get taught. A supply teacher does probably not know your name. They may not be totally aware of all the school's systems. They may not be teaching you again in the future. However, they are visitors to our school and should be treated as such. Therefore behave with respect and ensure that you give that visitor a good impression and that they leave us feeling positive about our school.

Travelling

Behave respectfully & safely
when travelling to/from school

Travelling to/from School

Our uniform is noticeable. It identifies you as a member of our school's community. This means that you will be judged, and the school will be judged by how you behave and represent yourself. Members of the public, neighbours to the school, bus drivers, parents of other children – all will notice you and form a conclusion of our school. When they watch you will they think:

1. **'What lovely manners Norwood School pupils have' or;**
2. **'What on earth are they teaching at that school? What an embarrassment they are to it'**

When you are on the bus, behave as a good citizen should. Be respectful of other passengers and their right to have a safe and hassle free journey. Sit or stand sensibly, keeping noise to a minimum. Be safe and do not unnecessarily make other people aware of what personal belongings, especially expensive ones that you have on you.

At the end of the school day, you must go straight home. You must not congregate and loiter at Crown Point, Norwood Park, Crystal Palace and West Norwood. When walking on the streets you should not travel as part of a large group, take individual and collective responsibility for your actions. Do not congregate so that members of the public cannot get past you; allow space for others to pass, especially people who are disabled, elderly or who have

small children with them. Understand their needs. Act with integrity and respect. Respect the school's neighbours, their property and pathways.

When in shops demonstrate good manners and politeness. Be respectful and adhere to any rules the shop has about numbers of children allowed in at one time etc.

You may ask: 'Why is it important to behave respectfully and with integrity when we are not at school?'

There are a number of answers to this:

- You should always want to represent yourself and your parents/carers in a positive way. Act in a way that makes you and them proud
- Although you are not at school you are still advertising us. You represent everybody else in the school and you should want to portray a good image
- We live in a society that has specific expectations around public and social behaviour. You all know what is right or wrong, some of you choose to do wrong. Make sure you behave in a way that is right
- To ensure your safety

The school has the duty and authority to sanction pupils who do not behave in an acceptable way on their journey to and from school. If poor behaviour is reported or witnessed then it will be treated as if it occurred on the school site. The term for this is, 'bringing the school into disrepute'.

One Another

Behave respectfully & safely
towards each other

Every pupil has an equal right to an education. Every pupil has an equal right to feel safe and valued. We do not expect any pupil to feel upset, scared or unhappy about coming to school or being in school.

When speaking with each other, be polite, respectful and courteous. Do not insult, belittle or humiliate another pupil. If you choose to behave in this way, there will be a consequence. At this school we do not accept any form of bullying. Bullying means making someone else feel unhappy. It can happen over a period of time or can be a one off comment that is made with the intention of upsetting the victim.

Do not make derogatory references to other people's heritage, ethnicity, race, language or colour. Do not use language that is homophobic. Do not tease pupils who may be less able than you or choose to present themselves or dress in a way that is different to your 'norm.'

You do not have the right to touch anybody else or their personal belongings. This means you keep your hands and feet to yourself. Respect the personal space of others and keep any contact to a minimum, unless you are helping or supporting another pupil or friend.

You can anonymously report concerns about bullying on the school's website under the 'Parents' tab, Behaviour and Safety, then 'Report Bullying'.

In an establishment such as a school, where there is collective responsibility for managing behaviour there will be discussions between the adults in the school about the behaviour of individuals. We expect a certain level of behaviour, a certain standard of dress and an approach to collaboration that may be different to what you experience out of school.

For example, if you are seen by an adult in the school behaving poorly or in a way that is not courteous, depending on the type and seriousness of the misbehaviour, it may be passed on to another adult to deal with. This may be at odds with how you behave out of school. You may have a belief that people should not tell when they see something happening; that it should be kept quiet.

That approach cannot operate in a school. If you do not wish for people to find out about any bad behaviour you demonstrate, then do not show it to them.

Please be clear and understand that if you choose to behave poorly in school or whilst wearing our uniform it will not be kept quiet by adults who witness it.

Uniform & Presentation

How you dress, how your uniform looks and how you represent yourself tells a lot about your attitude to school and your commitment to learning. A pride in your appearance means you have pride in your school. We have a uniform, like the vast majority of other schools for several reasons. It creates a sense of community. It shows equality and togetherness. It identifies who we are and what we stand for. Correct uniform should be worn to and from school.

Our uniform rules are outlined below:



Blazer*

- This is a compulsory part of the uniform and must be worn at all times
- No other items of non-school uniform such as a hoodie should be worn under the blazer
- Blazers may be removed during lessons at the discretion of the individual class teacher

Jumper*

- Long sleeve or sleeveless jumper should be worn.
- No other jumper is permitted



Shirt and Tie*

- Shirt should be white with a collar, not a PE t-shirt
- The school tie must be worn and cover the top button
- Shirts should be tucked into trousers or skirts



* Blazer, Jumper & Tie must be purchased directly from the school or School Uniform Direct



Coats & Hoodies

- Hoodies and tracksuit tops are not permitted and should not be brought into the school site, or worn to and from school
- A dark overcoat should be worn (either black, dark blue or dark grey in colour). A small logo is permitted
- Coats should not be worn inside the school building
- Hoods on coats are only to be worn outside and during inclement weather. They should not be worn at any other time
- Winter scarves should be plain black. 'Blanket' style scarves are not permitted
- Balaclavas are not permitted



Footwear

- 'Traditional' leather school shoes, either laced, strapped or slip-ons are acceptable, as are 'Kickers' and Doc Martin style boots and shoes
- Smart plain, black leather trainers are permitted in school. They must be completely black with no other colours permitted, even as part of a brand logo
- Canvas shoes and plimsolls are not acceptable. This includes Converse or Vans style shoes, even if they are leather



Trousers & Skirts

- Trousers and skirts should be black
- Denim, corduroy, tracksuit bottoms, skin tight, leggings and skinny jean style trousers are not permitted
- Denim and corduroy skirts are not permitted
- Trousers and skirts must be worn in such a way that does not reveal underwear and should sit smartly on the waist. If required, belts should be worn and trousers must not sag.
- Smart, tailored shorts can be worn in the summer months
- You are not allowed to wear tracksuit bottoms, shorts or any other kind of trousers underneath your trousers; this is unhygienic and has negative associations.



Make up & Nails

- If make up is worn it should be subtle and discreet
- Excessive or gaudy make up is not allowed
- Nail polish, nail extensions and elongated nails are not allowed
- Eyelash extensions are not allowed
- Drawing or writing on hands is not allowed, unless it is for religious purposes
- Tattoos are not allowed
- Skin lotions or creams should only be applied in the toilets



Tights & Socks

- Tights and socks should be clean and ladder free
- Tights and socks should be plain black or white



Piercings & Jewellery

- You are allowed to wear two small plain studs, in the lower part of each or either ear
- You are allowed to wear one small plain stud in your nostril
- Nose and ear studs MUST be removed on request for PE and Dance Lessons without exception
- No other facial piercings are allowed. You must not enter the school site with any additional piercings
- Retainers and plasters are not acceptable (even if a piercing hasn't healed in time)
- You will be sent home to remove any additional piercings, or will remain in the Greenhouse until the piercing is removed
- Rings, chains, elaborate watches or smart watches must not be worn
- Sunglasses can only be worn outside the school building



Hair & the Halo Code

Norwood School has decided to adopt the Halo Code. The Halo Code explicitly protects students and staff who come to school with natural hair and protective hairstyles associated with their racial, ethnic and cultural identities. By adopting the Halo Code, we are proactively taking a stand to ensure that no member of our community faces barriers or judgments because of their Afro-textured hair.

- Hair bands or other discreet accessories should be plain
- Headscarves should be plain and only worn for religious purposes
- Hats, bandanas, bonnets and doo-rags are not allowed
- Hair dye is not recommended for children at secondary school age. However, if used, we recommend that it is subtle and does not undermine our high standards of appearance
- You must not 'do' your hair on the school site, and you should not walk around with combs and brushes, or wear these in your hair



Snacks & Drinks

We are a healthy school and encourage you to make healthy choices:

- Fizzy drinks and energy drinks are not permitted on the school site
- Oversized bags, family sized bags, sharing bags and tubes of crisps, sweets and biscuits are not permitted on the school site
- Fast food bought from outside restaurants is not permitted on the school site
- Family sized cartons (500ml+) or bottles of juice are not permitted on school site
- You are not permitted to sell food items to other pupils

If any of the above snacks and drinks are seen, they will be confiscated and thrown away. Please drink only water or small juice cartons whilst on the school site.



PE & Dance Uniform

Students wear school PE kit for Dance lessons. They are not permitted to wear socks, shoes or trainers in the dance studio, all students dance barefoot. Sanctions for those who fail to bring the correct kit are in line with the PE Dept, see below.

Pupils must bring the full PE kit to each lesson. This includes:

- Purple polo shirt with school badge*
- Black sweatshirt with school badge*
- Black shorts or tracksuit bottoms.
- Black or White sports socks.
- Trainers and/or football boots depending on activity

***Purchased from School Uniform Direct.**

Non uniform black shorts and tracksuit bottoms must not include logos or designs of any description.

If pupils fail to bring a full PE kit, they are expected to borrow one from the department stores.

If pupils are injured or unwell, they are still expected to bring their PE kit and change to take part in the lesson as an assistant, referee, coach, and/or scorer.

If they have forgotten their kit, they will borrow one from the PE stores. If pupils refuse to change into this kit, they may be sanctioned.

If pupils explain that they are injured but have lost or not acquired a note, or a phone message has not yet been received from parents, the pupil must borrow kit from the PE stores. At this point, the teacher may withdraw the pupil from the physical elements of the lesson and provide them with an additional role. Staff will use their professional judgement when asking a student to try and attempt physical exercise.



Equipment

You must ensure that you are fully equipped for school. You will have a pencil case with pens, pencils, ruler, eraser. We would recommend that you also have a calculator, a good set of colouring pencils, coloured fine liners and a notebook. If you need scissors, a pencil sharpener or a compass, your teachers will lend them to you in the lesson.



Non Uniform

If you are in incorrect uniform or do not have the necessary equipment you will be instructed by your form tutor to go to your Head of Year, Deputy Head of Year or a member of the Senior Leadership team. They will discuss the issue with you and decide whether you:

- **Are sent home to change or correct the infringement**
- **Are provided with a replacement uniform**
- **Are sent to the Greenhouse for the day**



School Bags

- School bags should be fit for purpose and large enough to fit all books and other equipment, and should be carried at all times
- Handbags, pouches and sports shop carrier bags are not allowed



Head & Earphones

- Should not be used or seen on the school site. This includes the playground and is enforced from the moment you step inside the school gates until you leave



Misuse of Social Media

We would remind all students of the importance of being kind to others, and ensuring this is the case in person and in any online communication or through social media. The school refers all mobile phone or social media related issues to Lambeth's Safer Schools Officer team, where police investigate what has taken place. Parents and carers are also encouraged to report concerns about incidents involving mobile phones or social media directly to the police; these issues take place outside school as we have a 'No See, No Hear, No Use' policy in school. As detailed in our Home School Agreement and earlier in this booklet, it is the responsibility of parents and carers to monitor your mobile phone use.

Mobile 'phones & other electrical devices

We have a very clear mobile phone policy at The Norwood School. 'No See. No Hear. No Use'

This means that phones should not be turned on or be visible throughout the school day - at any time. This includes before and after school, and the rule covers the whole school site - from 'Gate to Gate'. Phones should therefore be placed in a student's bag before coming through the gate. This same rule also applies to AirPods and Headphones.

This has always been our policy and if students fail to follow these rules then it leads to confiscation of their mobile phone.

Mobile phones must be switched off and in your bag prior to entering the school site. This includes smart watches. If you need to use a telephone in an emergency, you should speak to a member of staff. The school is permitted by law to sanction pupils who choose to use their mobile phones to record, film or take photos of anything that is inappropriate. You must not use your phone anywhere on the school site, that includes toilets, changing rooms and the playground.

Headphones, earphones and portable speakers are not to be seen or used on the school site. If these are seen on the school site, they will be confiscated and returned at the end of the half term.

The school is not responsible for the loss or theft of mobile phones, electronic equipment or any other valuable item.

If you are caught using your mobile phone or it is out during school, you will be asked to hand it to an adult. This is the expectation of all students. Failure to not hand the item over immediately will result in a sanction. Your parents/carers will be invited to retrieve the phone and have a conversation with the Headteacher. We may also take retrospective action if it transpires that a phone was used on the school grounds and this may include confiscation.

Our Confiscation Process

Our approach will see the following steps undertaken if a phone is confiscated:

1. On the first occasion students will be able to collect their phone from the school office at 3.20pm on the same day.
2. On the second occasion the phone will only be returned to the student's parent/carers. The phone can be collected from the school reception after 3.20pm the same day.
3. Students whose phone is confiscated for a third time in a year, must arrange for parents to collect it after 3.20pm from the school reception, seven days (five full school days) after it was originally removed. e.g. A phone confiscated on a Thursday will be returned at 3.20pm on the following Thursday.
4. The length of confiscation of a student's mobile phone due to a fourth incident will be at the discretion of the Headteacher.

We will ensure that contact home has been made at all of these stages so that you are aware of the confiscation and can speak to your child about the appropriate use of their phone in school.



Environmental Impact

As a school we encourage students to take an active approach to the climate emergency.

We want all students to understand and appreciate the impact their actions will have on the environmental crisis facing the world today. We encourage students to bring in reusable water bottles, walk or cycle safely to school and have introduced 'Meat Free Mondays' and always have vegetarian and frequently vegan options in the canteen. We are making an effort to drastically reduce the amount of single use plastics in school, recycle more and buy environmentally friendly, fair-trade products where possible.

School Day

Timings of the school day

School Opens to students	8.00am
Breakfast Club and Library	8.00am - 8:25am

Students must be onsite by 8:25am

Registration	8.40am – 9.00am
Period 1	9.00am – 9.50am
Period 2	9.50am – 10.40am
Break	10.40am – 11.00am
Period 3	11.00am – 11.50am
Period 4	11.50am – 12.40pm
Lunch	12.40pm – 1.30pm
Period 5	1.30pm – 2.20pm
Period 6	2.20pm – 3.10pm

Breakfast Club & Library (8am)

Breakfast Club and Library opens at 8am. You should only be in the dining halls, Key Stage 3 Library or lower corridor before 8.30am if you are inside the building.

You must be in school by 8.25am. You should not be in the back playground before school. At 8.30 am you can begin moving to your form groups. You will line up outside for assemblies.

Year 11 and Sixth Form pupils can be in the main part of the building before school if they are attending revision sessions.

The school site is open to pupils early each morning. Pupils are allowed access to the main quad/ playground from 8am. This may differ if you are involved in an early morning extra curricular club.

Breakfast Club operates on a daily basis. All are welcome to use this facility, however it is a privilege and not a right. Normal school expectations, as outlined in this booklet, apply with regards to uniform and conduct. Mobile phones are also not permitted at this time.

Pips will go at 8.30am. A member of the senior team will ring the bell in the playground at 8.35am. You should begin to move to line up for assembly or form time so you are there for an 8.40am start. If you arrive after 8.40am you will need to sign in. Every pupil should be in their tutor base or assembly from 8.40am – 9.00am.

Break time (10.40am -11.00am)

You should only be in the dining halls, lower corridor and playgrounds at break and lunch. You are not allowed in the main part of the building or the atrium.

If you need to see a teacher during this time, they should provide you with a note or faculty pass.

Pupils are not allowed to leave the school premises at break time unless you are in the sixth form. The dining hall is open for you to buy food and drink. Make sure you put your rubbish in bins provided.

Pupils should not be in the building at break time unless you are in the canteen, travelling to or from the canteen, or in the presence of a member of staff. Corridors and classrooms are not to be used at break time, except the ground floor corridor that runs from the dining hall to the Atrium.

The bells will be rung at 10.55am. This gives you five minutes to move calmly and sensibly to your lesson; please do not delay. The pips will go at 11.00am. At this time you should be at your classroom ready for the lesson.

Lunchtime (12.40pm – 1.30pm)

Pupils are not allowed off the site at lunchtime, except for sixth formers. You can bring a packed lunch to school or buy hot or cold food from the dining hall. Hot food should be eaten in the dining hall, cold food can be eaten in the specifically designated indoor space or outside weather permitting. Please refer to the behaviour

expectations section regarding how you are expected to behave in the dining hall.

The bells will be rung at 1.25pm. This gives you five minutes to get to your classroom ready for period 5. The pips will go at 1.30pm. At this time you should be ready in your classroom.

After School (3.10 pm onwards)

Please make your way off site calmly and sensibly. Do not congregate outside of school or behave in a way that brings negative attention. Only remain on site for the following purposes:

- If you have a detention
- If you are attending a club or school event
- If you are at a catch up or revision session
- If you are waiting to speak with or have a meeting with a member of staff

All pupils, except those involved in any of the above are expected to be off site and clear of the school grounds by 3.20pm. Any pupils left on site at this time will be asked to leave. As soon as you leave the school site you should make your way home and not linger.

Attendance & Punctuality

It is expected that you attend school regularly and arrive on time. You have the target of achieving an attendance figure of at least 95%. We do not expect you to arrive late for school. **We reward those with the best attendance and punctuality at the end of each term.**

You may think to yourself that attending 80% of the time is good. After all, getting 80% in an exam is considered an excellent achievement. However, in terms of your attendance it is not an excellent achievement. In fact, it is quite the opposite because an 80% attendance figure means you miss one day of school every week. This equates to eight weeks of absence over the course of one school year! That is unacceptable.

We can apply the same logic to punctuality. For example if, twice a week you arrive at school at 9.10 you have missed ten minutes' of period 1. Over the course of a school year this equals almost 14 hours of learning time – or three days of lessons. Just by being ten minutes late, twice a week! Of course when we add the tutor time to that it becomes almost 30 hours.

Preparation for life

School is also about preparing you for life beyond 16. When you leave The Norwood School you should leave with a knowledge of the importance of being reliable. Excellent rates of attendance and punctuality will demonstrate this. However, if for some reason you simply cannot make it into school then your parents or carers need to inform us as early as they can. You will be expected to make up the work you have missed and if you have a prolonged period of absence then you may be withheld from lessons and provided with intensive support to enable you to catch up.

Illness & Absence

If you feel unwell in school, you will be sent to the Medical Room where a member of staff will assess how you are and determine if you should return to lessons, remain there or be sent home. You should not approach different members of staff in order to be sent home. If students persistently present as feeling unwell or request to go home, the school might make a referral to Lambeth's Early Help Team or the school's nurse.

But what happens if you do keep having days off school? Well, we have an attendance officer at the school who oversees the attendance of all pupils. They work with your form tutor and head of year to ensure you understand the need to attend regularly. If you have lots of days off then your parents or carers are responsible and will be contacted. If it persists there is the risk that they could be fined for not ensuring you attend school regularly enough.

Punctuality

Having excellent punctuality does not only apply to being at school on time. It also means that you are at lessons on time. If you arrive late to a lesson you will be given a 'late mark' on the register. Your lateness to lessons will be sanctioned by your class teacher.

If you arrive at school after 8.40am, you are late and will have a detention with your form tutor that day. If you arrive at school after 9am, you will have a 50 minute detention that day. If you are persistently late to school, your parents or carers may also receive a Fixed Penalty Fine. Make sure you get enough sleep in order to wake up on time. You should not be on your phone or playing games through the night. Establishing a good routine and sleep pattern is an important skill for life.

You need to ensure that you are on time to all of your lessons. You have 3 minutes to get from lesson to lesson, and you should arrive at lessons before the bell rings after break and lunch. Students who are late will face sanctions in their lesson. Consistent lateness or failure to attend detentions will result in contact home and students being placed on faculty report, which could lead to supervision if they are not completed satisfactorily.

Reporting Absence

If you know that you will be absent from school your parent or guardian must email the school on attendance@thenorwoodschool.org or phone the school to leave a message on the attendance line, Option 1, Ext 223 or for the Sixth Form Administrator on Ext 227 before 8:30am

Access to Toilet Facilities

Toilets are open before school, at break, lunch and after school and are closed at all other times of the school day. We expect students to look after the facilities and leave them as they would wish to find them. Do not congregate in the toilets.

Permission to be out of class

Only students with a faculty pass from a teacher will be allowed out of class. Students who have toilet passes, time out or medical cards should use them sensibly, as instructed. If you are out of class without permission, we will consider that you are truanting and you will be sanctioned.

Keeping Safe & Student Well Being

What to do in an Emergency

First Aid

The school has nominated First Aiders and a designated First Aid room in the reception area. The Main Reception will arrange for a First Aider to be available should you require one.

Fire Evacuation

In the event of a fire you should follow the instructions of senior staff and relocate to the fire assembly point outside in the playground at the front of the school and be prepared to evacuate the site as required. If you discover a fire you should immediately press the nearest fire alarm, fire alarms are located near every exit within the school.

Norwood is a school where students enjoy learning, staff enjoy teaching and people enjoy being.

“We’re dedicated to ensuring that our pupils are happy and secure”

We know that Norwood School is a forward thinking school, we are optimistic and ambitious for the whole school community. The outstanding achievement of pupils is testament to this. We are committed to a personalised approach and focus on the individual. We are a child centred school, dedicated to ensuring that our pupils are happy and secure and that they achieve their potential and beyond.

We strive to ensure that we provide a safe environment for children and young people to learn and develop at Norwood. We want to encourage acceptance and engagement with the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths, cultures, ethnicities, beliefs and sexual orientation. We want our pupils to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

Ready, Respectful and Safe - Be Kind

We would remind all students of the importance of being kind to others and ensuring this is the case in person or on any online communication through social media. The school refers all mobile phone or social media related issues to Lambeth’s Safer Schools Officer team, where police investigate what has taken place.

Parents and carers are also encouraged to report concerns about incidents or social media directly to the police. As detailed in our Home School Agreement, it is the responsibility of parents and carers to monitor a student’s mobile phone use.

Student Wellbeing Contacts.

Remember we are always here to help. Remember that your form tutor should be your first port of call with any concerns that you might have. You can also speak to your class teachers, deputy and Head of Year. There are a number of other adults onsite that can also help, including The Greenhouse Team, counsellors, the SEND team and mentors. The Norwood School is committed to safeguarding and promoting the welfare of all of our pupils. We can help signpost students to other professionals who can help, for example the Brook Advice Centre, our school nurse, The Well Centre, The Croydon Drop in Talk Bus or our safer school liaison officer.

If you have any concerns about your own safety or welfare or that of a friend, you should act without delay and speak to an adult in school.

The office can quickly contact a member of staff responsible for child protection/safeguarding.

At Norwood School the responsible staff are:



Ms Celica Douglas
Designated Safeguarding Lead



Dr O'Brien Coker
Deputy Designated Safeguarding Lead



Ms Janene Rose
Child Protection Officer



Ms Edith Imafidon
Child Protection Officer



Mr Ferron Morgan
Child Protection officer

Chair of Governors
Safeguarding Governor

Help Directory

How to access help & assistance you need.
Reach out and talk to someone.

childline Childline
T: 0800 1111
www.childline.org.uk
Free and confidential help for young people in the UK



Child Exploitation & Online Protection Centre
T: 0870 000 3344
www.ceop.police.uk
Protecting children from harm online and offline

FRANK Frank
T: 0300 123 6600
www.talktofrank.com
A confidential helpline for anyone in the UK concerned about drugs



National Bullying Helpline
T: 0845 22 55 787
www.nationalbullyinghelpline.co.uk
Advice centre specialising in conflict whether at home, the community, the school or workplace

Petals
www.petals.coventry.ac.uk
A website for young people living in the UK who want to find out more about FGM (Female Genital Mutilation)

NSPCC NSPCC
T: 0800 1111
www.nspcc.org.uk
Helping children who have been abused to help rebuild their lives and find the best ways of preventing abuse from happening. Free confidential advice and support for children under 18 years old

If you are worried about a child:
T: 0808 800 5000
www.nspcc.org.uk/preventing-abuse/safeguarding/



The Mix: Get Connected
T: 0808 808 4994
www.getconnected.org.uk
Get Connected is the UK's free, confidential and multi-issue helpline service for young people under 25 who need help, but don't know where to turn.



The Hideout
www.hehideout.org.uk/young-people/home/
Women's Aid Website for Children and Young People (Domestic abuse)



Kooth
www.kooth.com
Free safe and anonymous online counselling and emotional support for young people



Childnet
www.childnet.com
Helping make the internet a safe place for young people



Think U Know
www.thinkuknow.co.uk
Helping to protect children and young people from online child sexual abuse

Personal Responsibilities

We expect our students to:

- Take ownership of their own conduct and that of others
- Adhere to the behaviour policy and respect adults, each other, visitors and the environment
- Act as positive ambassadors when not on the school site
- Not bring onto the school site banned or prohibited items
- Not bully, threaten or intimidate other pupils or staff
- Wear the school uniform correctly and with pride
- Remember the mobile phone rule - No See No Hear No Use!

Online Safety

How Can Parents Help

The internet can be an inspiring and positive place which holds a wealth of resources to enable young people to connect, communicate and be creative in a variety of different ways. It is always changing and being able to keep up to date with your child's use of technology can be a challenge. You may feel that your child has better technical skills than you do, however, they still need advice and guidance and protection in the appropriate use of the internet, mobile phones and other devices. It is important that your child knows that they can talk to you or us if they have any concerns.

<https://saferinternet.org.uk/guide-and-resource/parents-and-carers>

<https://www.thinkuknow.co.uk/>

bit.ly/401pKPT - presentation on online safety for all Norwood Students

Notes

The Norwood School 2023



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