

Behaviour Policy

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Policy will be reviewed	Annually
Policy provenance	Browne Jacobson
Policy editor	Chief Executive
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Policy applies to	Castle Batch Primary School St Anne's Church Academy Priory Community School Worle Community School The King Alfred School Berrow Church Primary Academy Pawlett Primary School West Huntspill Primary School East Huntspill Primary School St Andrew's Church Junior School Burnham-on-Sea Infant School

1. Introduction

- 1.1. TPLT ("the Trust")'s behaviour strategy is based on 'Our Shared Ambition to provide A Great Education for Every Child'. We want to enable every child to make exceptional progress through:
- High Expectations
 - Focusing on Foundations
 - Prioritising Teaching
 - Expanding Horizons
 - A Culture of Participation
- 1.2. This policy outlines the high behavioural standards the Trust expects from all our pupils and sets out the sanctions that may follow if this policy is not adhered to. This policy will be reviewed annually by the Board of Trustees. Each school within the trust provides further detail on their website as to how this policy is implemented within the context of the school.

2. Aims and Objectives

By setting high standards of expected behaviour, our schools aim to:

- promote positive relationships that safeguard and promote the welfare of pupils, creating an effective learning environment
- maximise the quality of the learning experience for all pupils enabling everyone to learn effectively
- enable pupils to understand the implications of their behaviour, to control their own behaviour and most importantly to take responsibility for their behaviour
- ensure every member of the Trust community feels valued, respected and treated fairly
- provide an ethos and environment within which everyone feels safe
- foster discipline and mutual respect between pupils and their peers, and between staff and pupils
- raise awareness amongst pupils to ensure that their behaviour does not put their peers or staff at an increased risk in respect of health and safety
- raise awareness amongst pupils for the need to recognise and manage their emotions and reactions
- support pupils whose behaviour within the school environment is challenging or who may find friendship and cooperation difficult

3. Application of Policy

- 3.1. This policy applies to all members of the school community. Each school will apply sanctions within this policy for behaviour that takes place outside of school premises where it is reasonable to do so, for example if allegations of bullying taking place outside of school hours are reported to the school.
- 3.2. When deciding whether it would be reasonable to impose a sanction for poor behaviour outside of the school, staff will consider:
- whether the pupil is taking part in any school-organised or school-related activity, travelling to or from the school, wearing school uniform or is in some other way identifiable as a pupil at the school at the time of the poor behaviour
 - the severity of the misbehaviour, whether the pupil's behaviour could have repercussions for the orderly running of the school, whether the behaviour poses a threat to another pupil or member of the public or could adversely affect the reputation of the school

4. Roles and Responsibilities

All members of the school community are expected to follow this policy and to treat one another with dignity, kindness and respect. Roles, responsibilities and expectations of each section of the school community are set out in detail below.

4.1. **Board of Trustees**

The Trustees will work with Chief Executive, Headteachers and School Leadership Teams to set the ethos and a set of core values that promote high standards of expected behaviour from pupils attending its schools. Trustees will monitor and evaluate the impact of the policy and will hold the Chief Executive and Headteachers to account for its implementation. Trustees will ensure that they and Community Councillors receive relevant training on suspensions, exclusions, behaviour and discipline at least every two years.

4.2. **The Chief Executive Officer**

The CEO will ensure that this Behaviour Policy is applied consistently across the schools within the Trust and will report back to the Trustees on educational outcomes, behaviour management, support strategies and early intervention for pupils requiring additional support. They will ensure that school leaders receive regular continued professional development and receive regular training on behaviour management. The CEO will review and monitor the application and implementation of this policy by receiving regular reports from the Headteacher on behavioural sanctions and support put in place for pupils at the school. The CEO will analyse the recorded data on searches/removal from classrooms and in cases where searching/removal from classrooms is falling disproportionately on any group or groups, they should consider whether any actions should be taken to prevent this.

4.3. **School Community Councillors**

Councillors in each school will review relevant suspension and exclusion decisions and act as a point of challenge for decisions taken by the Headteacher.

4.4. **Headteacher**

The Headteacher, with support from their School Leadership Team, will ensure that staff are supported and up to date with policy changes. They will ensure that lessons are well led, effectively managed and that staff regularly and effectively self-evaluate their behaviour management strategies. The Headteacher will monitor how staff implement this policy to ensure rewards and sanctions are applied fairly and consistently, searches are carried out lawfully and the use of removal from the classroom is used appropriately and not having a disproportionate effect on pupils sharing particular protected characteristics. The Headteacher will act as a source of support and guidance for staff on behaviour management strategies and discipline.

4.5. **Staff**

All staff will:

- Communicate the contents of this policy to all pupils and parents to ensure that the Trust's expectations are transparent to all pupils and parents, and that expectations of, and responses to, behaviour are consistent, fair, proportionate, and predictable. Staff will routinely remind pupils of expectations at assemblies, through the PSHE programme, and as part of pupil induction.
- apply this policy fairly, consistently, proportionately, and without discrimination, taking into account SEND as well as the additional challenges that some vulnerable pupils may face
- make reasonable adjustments for pupils with disabilities as required
- promote a teaching and learning ethos which encourages all pupils to attend and participate in lessons whatever their level of ability or need
- model positive behaviour
- not tolerate disruption to teaching, learning or school routines and take proportionate action to restore acceptable standards of behaviour
- challenge pupils to meet the school expectations and maintain the boundaries of acceptable conduct;
- record incidents of poor behaviour and any given sanctions in the pupil's behavioural log
- provide praise, rewards and reinforce positive behaviour
- deal with incidents of bullying, discrimination, aggression and derogatory language quickly and effectively
- focus on de-escalation and preventative strategies rather than being solely reactive

- consider the welfare of the whole school community and ensure that the majority of pupils' education is not jeopardised by the disruptive behaviour of a minority of pupils
- contribute to the development of systems which support and reinforce positive behaviour
- recognise that there may be contributory factors which affect pupil's behaviour and respond according to individual need
- identify pupils who are experiencing difficulties in developing or sustaining appropriate behaviour and consider designing a support plan with set targets and support strategies embedded within
- contact parents if there is a problem with attendance, punctuality or equipment and about any concerns or problems that affect their child's work or behaviour
- send parents a report on their child's progress and arrange Parents' Evenings during which progress will be discussed
- engage with and attend all training and development sessions to continually improve behaviour management and learn from best practice

4.6. **Parents**

Parents play an important role in ensuring good behaviour from their children. Parents are expected to:

- support the school in the application and enforcement of this policy
- inform the school of any challenging behaviour exhibited at home, special education needs or changes in circumstances that may account for changes in their child's behaviour
- ensure their child attends the school on time, appropriately dressed, fed, rested, and equipped
- work with the school in support of their child's learning
- attend virtual or in person meetings at the school with staff to discuss their child's behaviour
- inform the school in writing of any medication their child needs to take (see the "Supporting children with medical needs" policy)
- in the case of suspension, provide appropriate supervision for their child during the first 5 days of suspension, ensure that their child is not present in a public place during school hours without reasonable justification and, if invited, attend a reintegration interview at the school with their child

4.7. **Pupils**

Reminders of the school rules and expected standards of behaviour are up on walls in classrooms and situated around the school. Pupils are expected to have a positive attitude and maintain high expectations for themselves.

5. **Rewards**

The school believes that it is important to encourage good conduct throughout the school by celebrating and rewarding good behaviour. The structure for rewards for each school is published on the school website.

6. **Sanctions**

- 6.1. Where a pupil's conduct falls below the standard which could reasonably be expected of them the school will impose sanctions (also known as 'disciplinary penalties'). All sanctions will be reasonable and proportionate to the circumstances of the incident and due consideration will be given to the pupil's age, any special educational needs or disability and any religious requirements.
- 6.2. The particular level of sanction will depend on the severity and regularity of the behaviour. Each school uses a range of sanctions in response to incidents of poor behaviour, appropriate to the age of the pupil. These sanctions may include:
 - verbal reprimand
 - requiring a written apology
 - confiscation of a pupil's property

- missing break time
- extra work or repeating unsatisfactory work until it meets the required standard
- school-based community service or imposition of a task – such as picking up litter, weeding school grounds; tidying a classroom; helping clear up the dining hall after meal times; or removing graffiti
- loss of privileges – for instance the loss of a prized responsibility or not being able to participate in a non-uniform day or other extra-curricular school events such as sports day or prom
- removal from a class or groups
- internal exclusion
- detention including during lunch-time, after school and at weekends
- regular reporting including early morning reporting; scheduled uniform and other behaviour checks; or being placed “on report” for behaviour monitoring
- education off-site for a designated period
- suspension or permanent exclusion

6.3. School staff aim to work in cooperation with parents to understand the reasons behind their child’s behaviour and put in place a clear support strategy for modifying and addressing that behaviour. This might include the designated safeguarding lead making enquiries into circumstances outside of the school and/or having 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. The Trust recognises the importance of effective home-school communication and will endeavour to communicate with parents regarding students’ behaviour when necessary.

6.4. The school encourages restorative justice and pupils are encouraged to apologise to their peer group and/or to staff for rudeness or a lack of respect.

6.5. The school will also consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, staff will follow the school’s safeguarding policy. They will also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. If staff reasonably believe this to be the case, they will consider whether a multi-agency assessment is necessary.

6.6. Under no circumstances will illegal or inappropriate items be tolerated in the school, and all pupils will respect and look after the school premises and environment. The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in suspension or permanent exclusion, depending on the circumstances:

- verbal abuse to staff and others
- verbal abuse to pupils
- physical abuse to/attack on staff
- physical abuse to/attack on pupils
- any form of bullying (to the extent not covered above)
- indecent behaviour
- damage to property
- gambling on school property
- recording or taking images of pupils or staff without their express consent
- consuming, carrying, supplying or misusing of illegal drugs and alcohol and other substances including “legal highs”
- carrying, supplying or taking prescription drugs or non-prescription drugs without lawful reason
- theft
- serious actual or threatened violence against another pupil or a member of staff
- sexual abuse or assault
- carrying an offensive weapon
- arson
- unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil’s behaviour
- malicious allegations against staff

- racist, sexist, homophobic or other forms of discriminatory behaviour
- persistent truancy/lateness
- possession of items prohibited under the school rules

6.7. Removal from the classroom for more than a short period will occur in response to serious misbehaviour, only when necessary and for as long as is necessary, and once other behavioural strategies in the classroom have been attempted, unless the behaviour is so extreme as to warrant immediate removal. Reasons for removal are:

- to maintain the safety of all pupils and to restore stability following an unreasonably high level of disruption;
- to enable disruptive pupils to be taken to a place where education can be continued in a managed environment; and
- to allow the pupil to regain calm in a safe space.

During the period of removal the pupils will receive continual, supervised education in a suitable environment. Staff will consider whether any assessment of underlying factors of disruptive behaviour is needed. Parents should be informed on the same day if their child has been removed from the classroom and a reintegration strategy will be discussed with the pupil and the parents which facilitates reflection by the pupil, sets out support to be put in place for the pupil to avoid such behaviour in the future, sets out clear behavioural expectations and the consequences of failing to comply.

6.8. Detentions can be issued by any member of teaching or support staff. Staff will only issue detentions outside of school hours when it is reasonable after having considered whether:

- the detention may put the pupil at increased risk or compromise their safety
- the pupil has known caring responsibilities or religious requirements
- the detention timing conflicts with a medical appointment
- parents ought to be informed of the detention; and
- whether suitable travel arrangements can reasonably be made by the parent for the pupil, disregarding any inconvenience for the parent.

6.9. Permanent exclusion will only be used as a sanction of last resort, in response to a serious breach, or persistent breaches, of this behaviour policy and where allowing the pupil to remain in the school would seriously harm the education or welfare of the pupil or others in the school. The school will follow the Trust's Exclusions Policy and DfE statutory guidance on suspensions and exclusions when taking a decision to suspend or exclude.

7. Pupils with Special Educational Needs and/or Disabilities

7.1. In the context of this policy, a child is considered to have SEND if he or she:

- has difficulties in learning which are significantly greater than the majority of other pupils of the same age; or
- has a disability which prevents or limits them from accessing the curriculum; or
- has behavioural, emotional or social difficulties which impact adversely on their learning and progress.

7.2. The Trust is aware that continuous disruptive behaviour can be a result of unmet needs. If such needs are identified, the school will do all it can to ensure that the pupil receives appropriate support. The Trust is conscious of its legal duties under the Equality Act 2010 in respect of pupils with disabilities and will make reasonable adjustments to this policy to avoid any substantial disadvantage that a pupil may face as a consequence of their disability compared to their non-disabled peers. A reasonable adjustment that may be made would be to impose a more lenient sanction for a pupil whose behaviour is in consequence of their disability than would be imposed for a pupil exhibiting the same behaviour who does not have that disability. The Trust will not assume that because a pupil has SEND, it must have

affected their behaviour on a particular occasion - this is a question of judgement for the respective schools on the facts of the situation.

- 7.3. A support plan will be used for children with SEND whose condition causes them to display challenging behaviour and advice will be sought from external agencies where necessary to assist with putting in place appropriate support strategies, which will be monitored and reviewed. Please read the Trust's Special Educational Needs Policy and school SEN Information Reports for more information.
- 7.4. The respective schools will, as far as possible, anticipate likely triggers of misbehaviour for pupils identified as having SEND and will put in place support to prevent these. Examples of preventative measures include (but are not limited to):
- short, planned movement breaks for a pupil whose SEND means that they find it difficult to sit still for long
 - adjusting seating plans to allow a pupil with visual or hearing impairment to sit in sight of the teacher
 - adjusting uniform requirements for a pupil with sensory issues or who has severe eczema
 - training for staff in understanding conditions such as autism.
- 7.5. Staff training will include matters such as how certain special education needs, disabilities, or mental health needs may at times affect a pupil's behaviour. Where relevant, engagement with experts, such as Educational Psychologists and other support staff such as counsellors and Mental Health Support Teams, can help to inform effective implementation of this policy.

8. Investigating Incidents

- 8.1. Initial investigations of minor infractions of the policy may be carried out by a member of staff/teacher on their own. Further investigations or initial investigations of more serious offences may be carried out by two staff together. In secondary schools, pupils who have witnessed the behaviour will be asked to provide written, signed and dated statements. In primary schools, pupils who have witnessed the behaviour may be asked to provide a written account or may be asked to describe to staff what they saw and the member of staff will make a note of the response. Any questions raised by staff will be open and non-leading. If the police wish to question the pupil, the school will ensure that a responsible adult is present at all times and will inform the pupil's parents of what has happened as soon as possible.
- 8.2. The Trust uses Close Circuit Television ("CCTV") within certain areas of its premises. One reason why the Trust uses CCTV is to provide a safe and secure environment for pupils, staff and visitors. If behavioural incidents are recorded on CCTV the footage may be viewed as part of the investigation and the content considered before imposing a sanction. Please see the Trust's CCTV policy and privacy notices for more information.
- 8.3. When more than one pupil is involved in an incident and the interpretations of an event differ, then every effort will be made to try to find the truth. If this still remains unclear, then the staff members involved will use their professional judgement to come to a conclusion on the balance of probabilities.
- 8.4. In exceptional circumstances, pupils may receive a suspension pending an investigation, if there is a possibility that the welfare of other pupils may be compromised by that pupil remaining in the academy.

9. Search, seizure and confiscation

- 9.1. If an investigation or an allegation leads to reasonable suspicion and the search of a pupil's clothes, bags and lockers is deemed appropriate, a search may be carried out. Staff will

follow the latest DfE guidance on searching, screening and confiscation when conducting a search. Staff will take into consideration the age and needs of pupils being searched or screened. This includes the individual needs or learning difficulties or pupils with SEN and making reasonable adjustments that may be required where a pupil has a disability.

- 9.2. Each school will oversee the practice of searching to ensure that a culture of safe, proportionate and appropriate searching is maintained, which safeguards the welfare of all pupils and staff with support from the designated safeguarding lead (or deputy). The schools will ensure that a sufficient number of staff are appropriately trained in how to lawfully and safely search a pupil who is not co-operating, so that these trained staff can support and advise other members of staff if this situation arises.
- 9.3. Staff may confiscate or seize items in the possession of pupils that pose a risk to staff or pupils, are illegal or banned by the school rules, or is evidence in relation to an offence and may confiscate, retain or dispose of a pupil's property as a disciplinary sanction so long as it is reasonable in the circumstances. Confiscation of a pupil's property will be proportionate and aimed at maintaining an environment conducive to learning and one which safeguards the rights of other pupils to be educated. Where appropriate a member of staff may retain or dispose of a pupil's property as a punishment and are protected from liability for damage to, or loss of, any confiscated items. Where it is appropriate to return an item, the parent/carer may be required to collect the item from school. Guidance on what to do with a particular confiscated item can be found in the latest DfE guidance on searching, screening and confiscation.
- 9.4. A teacher or someone who has lawful control of the child can search a pupil **with their consent** to look for any item banned by the school rules. Pupils must be first asked to empty pockets and bags themselves. Before any search takes place, the member of staff conducting the search should explain to the pupil why they are being searched, how and where the search is going to take place and give them the opportunity to ask any questions. If the pupil refuses to give permission the school may impose a sanction for failing to follow a reasonable instruction.
- 9.5. Headteachers and other members of staff authorised by them have the power to search a pupil **without the pupil's consent** if they suspect they are in possession of 'prohibited items'. The designated safeguarding lead (or deputy) should be informed of any searching incidents where the member of staff had reasonable grounds to suspect a pupil was in possession of prohibited item or if they believe that a search has revealed a safeguarding risk without delay. Prohibited items that can be searched for without consent include:
- knives or weapons
 - alcohol
 - illegal drugs
 - stolen items
 - vapes, e-cigarettes, tobacco and cigarette papers
 - fireworks
 - pornographic images
 - articles that the member of staff reasonably suspects have been or could be used to commit an offence or cause personal injury to, or damage to property of, any person (including the pupil)
- 9.6. A member of staff can use reasonable force to search for any prohibited items but not to search for items which are identified only in the respective school rules. Before using reasonable force the member of staff should consider whether conducting the search will prevent the pupil harming themselves or others, damaging property or from causing disorder.
- 9.7. Any search without consent must be conducted by a member of staff of the same sex as the pupil in the presence of another member of staff. A member of staff can only carry out a search of a pupil of the opposite sex and/or without a witness present, where the member of staff reasonably believes that there is a risk that serious harm will be caused to a person if they do not conduct the search immediately and where it is not reasonably practicable to

summon another member of staff.

- 9.8. When conducting a search pupils must not be required to remove any clothing other than outer clothing. 'Outer clothing' is any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear, as well as hats, shoes, boots or scarves.
- 9.9. Strip searches (a search involving the removal of more than outer clothing) on school premises can only be carried out by police officers under the Police and Criminal Evidence Act 1984 (PACE) Code A and B. While the decision to undertake the strip search itself and its conduct are police matters, school staff retain a duty of care to the pupil(s) involved and should advocate for pupil wellbeing at all times. Before calling police into the school, staff should assess and balance the risk of a potential strip search on the pupil's mental and physical wellbeing and the risk of not recovering the suspected item. Staff should consider whether introducing the potential for a strip search through police involvement is absolutely necessary by consulting with the designated safeguarding lead and school headteachers, and should always ensure that other appropriate, less invasive approaches have been exhausted. Unless there is an immediate risk of harm and where reasonably possible, staff should inform a parent of the pupil suspected of concealing an item in advance of the search, even if the parent is not acting as the appropriate adult.
- 9.10. Staff should keep a record of any searches conducted on pupils and inform parents that a search has been carried out as soon as reasonably practicable. Records should include:
- the date, time and location of the search, which pupil was 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 as a consequence of the search
- 9.11. Staff may seize an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this. If the member of staff conducting the search suspects they may find an indecent image of a child, the member of staff should never intentionally view the image, and must never copy, print, share, store or save such images. When an incident might involve an indecent image of a child and/or video, the member of staff should confiscate the device, avoid looking at the device and refer to the incident of the designated safeguarding lead. Staff will have regard to the UK Council for Internet Safety advice for managing incidences of sharing nudes and semi-nudes when managing these issues.

10. Use of reasonable force

- 10.1. The Trust strives to provide a safe learning environment for all pupils. All members of staff (and anyone whom the Headteacher has given the responsibility to be in charge or in control of the pupils) are lawfully permitted to use reasonable force to prevent pupils committing an offence, injuring themselves or others, damaging property, and to maintain good order and discipline in the classroom.
- 10.2. This power extends to times when staff are lawfully in charge of pupils but are off the school premises i.e. on a school trip. There is no definition of when it is reasonable to use force and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.
- 10.3. Sometimes, pupils may get anxious or agitated and strategies used to help pupils calm down such as using communication skills, distraction techniques and removing triggers may not yield results. On rare occasions staff may have to use physical interventions to ensure the

pupil's own safety, the safety of other pupils and staff, or to ensure that property is not seriously damaged.

- 10.4. All incidents where pupils need to be held to help them to calm down will be recorded, any support plan reviewed, and parents will be informed as a matter of course.

11. Bullying

- 11.1. The Trust will take all reasonable measures to ensure the safety and wellbeing of all pupils and staff and this includes protection from bullying. Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. This can include emotional, physical, racial, sexual, verbal (direct or indirect) and cyber-bullying.
- 11.2. The Trust wants to make sure that all pupils feel safe in our schools and are accepted into the school community. The Trust's ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of this behaviour policy and will not be tolerated.
- 11.3. Bullying can be verbal or physical, by person or by electronic, on-line or written means and can be directed at both staff and pupils. Each school practises a preventative strategy to reduce the chances of bullying which is instilled in the school's curriculum, through the active development of pupils' social, emotional and behavioural skills, assemblies and is embedded in daily school life. It is made very clear to pupils what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action.
- 11.4. If an allegation of bullying does come up, the school will:
- take it seriously
 - investigate as quickly as possible to establish the facts
 - record and report the incident; depending on how serious the case is, it may be reported to the Headteacher
 - provide support and reassurance to the victim
 - make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and staff will make sure that they understand what they have done and the impact of their actions
 - discuss the matter with both parties, bring them together and insist on the perpetrator seeing the other person's point of view; sometimes the no blame approach is used, sometimes negotiation and sometimes sanctions
 - ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used
 - consider whether suspension or exclusion is appropriate in light of the circumstances.
- 11.5. The Trust believes pupils should be able to enjoy using social media in a safe environment but recognises that there are inherent threats in using social media which could harm the welfare of pupils and staff at its schools. Where a member of staff has reasonable grounds to suspect that a pupil is using social media in an inappropriate way, which could cause harm to another person in the Trust community, the member of staff should report this to a member of the school's Senior Leadership Team. Following any such report an investigation will follow during which an authorised member of staff may ask that the pupil gives them access to their social media account. In the event that the pupil refuses to cooperate and will not give access to an authorised member of staff during an investigation this could lead to an adverse decision taken against the pupil.

12. Child-on-Child Abuse

Sexual violence and sexual harassment are never acceptable and will not be tolerated. The Trust will act swiftly in response to instances of alleged child-on-child abuse and will follow its safeguarding policy, Child Protection & Safeguarding Policy, keeping children safe statutory guidance, and the DfE guidance on sexual violence and harassment between children. Risk assessments will be carried out and measures put in place while investigations into any reports continue. Support will be provided to the reported victim and abuser. The outcome of the investigation may lead to sanctions being imposed in accordance with the terms of this policy.

13. Complaints

If parents have any concerns or complaints over the application or implementation of this policy, they should raise their concerns with a staff member or the Headteacher in accordance with the Trust's Complaints Procedure. If the concern relates to an exclusion, the statutory procedure set out in the suspension or exclusions guidance will be followed.