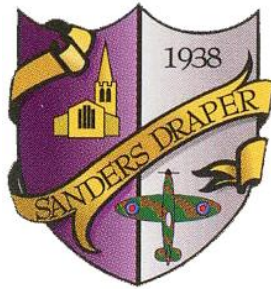


# The Base



Student name:

Form:

Form tutor:



## **The Base Information for Parents and students**

The Base provides internal exclusion arrangements within the school. Internal exclusion is used to remove a student from class, not from the school site, for disciplinary reasons. It is a formal process within the school.

An internal exclusion will be authorised by the Head Teacher or a Deputy Head Teacher on the recommendation of a Head of Department or Head of Year. The reasons for the referral to The Base are to be made clear in writing to the student and parents/carers. Parents and carers need to know and understand the school's policy on internal exclusion, as part of the school's behaviour policy.

**Students must understand that they will be required to complete set work whilst excluded from class and this work will be provided by teachers. Work provided by Departments will be appropriate to a student's Key Stage and ability.**

**Students will also be encouraged to reflect on the reasons for their internal exclusion. This may be through discussion with supervising staff or through the use of worksheets designed to reflect on specific behaviour.**

**Particular attention will be given to these activities:**

- completing a task set by the class or subject teacher;
- completing a task set by staff supervising the internal exclusion;
- discussing the incident with an adult;
- conducting a self review with the Teaching Assistant or Learning Mentor resulting in a practical outcome such as a written apology;
- analysis of the student's behaviour with the TA or Learning Mentor with suggestions as to how the same situation can be avoided in the future

The Base will operate different start and finish times compared to the rest of the school. Lunch will be provided in the room and will be at a different time from the rest of the school. This will be between 12.30pm and 1.20pm.

Students will be expected to behave in accordance with the Behaviour Management Policy and Learning Contract and failure to do so will result in formal exclusion.

The Base will be managed by Mr Murray and Ms Hagley.



## The Base Rules

The Base is an alternative to external exclusion and is one of the most severe punishments the School uses.

Whilst in The Base you must:

1. Attend between 9.00am and 3.30pm. You will register here and spend your break and lunch here. You will have short, supervised breaks during the day to eat your lunch and go to the toilet.
2. You must be silent at all times.
3. You must not communicate with other pupils in The Base.
4. You must follow all instructions the supervising teacher gives you.
5. You must complete all the work set to the best of your ability.
6. You must follow all the other school rules whilst at school and on your way to and from home.
7. You must take part in a reintegration meeting where you will consider how you can act appropriately in future.

If you are not able to follow the rules of the base you are likely to face a much longer period of external exclusion and you risk being permanently excluded from school.



## The Code of Conduct

Our Code of Conduct applies to all members of the school community - students, parents / carers, staff and governors.

It exists to ensure that all members of the school community feel safe and secure in a calm, purposeful and friendly environment, where teachers have the right to teach and students have the right to learn.

- ❖ Everyone should be treated with respect and courtesy;
- ❖ Consideration should be given to other people, their feelings and their opinions;
- ❖ Everyone should help to look after and improve our environment;
- ❖ Problems should be discussed and conflict avoided.

**Also, we must all support and abide by the school policies on:**

- \*Anti-bullying
- \*Anti-racism
- \*Equal Opportunities
- \*Attendance
- \*Uniform
- \*Homework

**In particular, students must:**

- Always show respect and tolerance to staff, visitors and other students;
- Respect the school environment and equipment;
- Arrive on time for lessons and registration;
- Arrive properly equipped for lessons and registration;
- Wear uniform correctly at all times (this includes before and after school);
- Work to the best of your ability in lessons;
- Complete all homework and hand it in on time;
- Follow the Corridor and Classroom Rules.

**In addition, students are reminded that they must NEVER:**

- Behave in a violent or aggressive manner towards staff or other students;
- Use a mobile phone on the school site (the school does not accept any responsibility for the loss or damage to mobile phones in school);
- Bring a weapon or a replica weapon to school for any reason;
- Bring alcohol, cigarettes or other illegal substances to school for any reason.

**Students should also be aware that:**

If you bring to school equipment, such as MP3 players, they must NOT be used during lessons or registration. Also the school does not accept any responsibility for the loss of or damage to any such equipment in school.



**Referral to The Base  
Meeting with Parents and Carers**

|                         |  |                 |   |
|-------------------------|--|-----------------|---|
| <b>Date of Meeting:</b> |  |                 |   |
| <b>Attendance:</b>      |  | Student         | * |
|                         |  | Parent/Carer    | * |
|                         |  | Base staff      | * |
|                         |  | Head of Year    |   |
|                         |  | SLT Link        |   |
|                         |  | Learning Mentor |   |
|                         |  |                 |   |
|                         |  |                 |   |
|                         |  |                 |   |

|   |  |
|---|--|
| <b>Date of entry to The Base:</b>           |  |
| <b>Proposed Length of time in The Base:</b> |  |
| <b>Proposed date of reintegration:</b>      |  |

**Reason for Referral:**

|           |              |           |                                 |           |                               |
|-----------|--------------|-----------|---------------------------------|-----------|-------------------------------|
| <b>BU</b> | Bullying     | <b>DA</b> | Drug and Alcohol related        | <b>PA</b> | Physical assault - adult      |
| <b>DM</b> | Damage       | <b>DB</b> | Persistent disruptive behaviour | <b>PP</b> | Physical assault - pupil      |
| <b>RA</b> | Racist abuse | <b>MS</b> | Sexual misconduct               | <b>VA</b> | Verbal abuse/ threat - adult  |
| <b>TH</b> | Theft        | <b>OT</b> | other                           | <b>VP</b> | Verbal abuse / threat - pupil |

**Contact details:**

|                       |  |
|-----------------------|--|
| <b>Mr Murray</b>      |  |
| <b>Ms Hagley</b>      |  |
| <b>Parent / Carer</b> |  |
|                       |  |
|                       |  |



**Student's Comments**

**Parent/Carer's Comments**

**Staff Comments**

**Further Comments**





## THE LEARNING CONTRACT

### STUDENTS

#### **As a student, I will:**

- Work to the best of my ability
- Follow the Code of Conduct and show respect for others both in and out of school
- Co-operate with all members of staff
- Conform to and complete any sanction, if it is necessary
- Respect the school environment and the local community
- Look after school equipment
- Attend school regularly and arrive on time
- Always wear the correct school uniform (including before and after school)
- Always bring the correct equipment to school
- Record and complete all my home learning tasks and coursework on time
- Inform a member of staff of any concerns I may have
- Give letters home to parents/carers on the day they are issued
- Adopt a positive attitude towards, and participate fully in, the life of the school
- 

**Student :** \_\_\_\_\_

**Signature :** \_\_\_\_\_ **Date** \_\_\_\_\_

### PARENTS/CARERS

#### **As parents/carers, we will:**

- Send our child/children to school regularly, on time and in full school uniform
- Ensure that our child/children has the necessary equipment and kit
- Provide the school with an absence note following any absence
- Take an interest in our child/children's education by encouraging them to work to the best of their ability, to complete home learning tasks and provide other opportunities for learning
- Encourage our child/children to have a positive attitude towards school
- Encourage our child/children to follow the Code of Conduct and to have the highest standards of behaviour at all times
- Support the school's sanctions, as detailed in the Sanctions System, if it is necessary
- Keep the school informed about any problems which may affect our child/children's learning
- Attend Parents' Evenings and Academic Review Days
- Read letters from school and reply promptly when necessary
- Support school events and activities

**Parent/Carer :** \_\_\_\_\_

**Signature :** \_\_\_\_\_ **Date** \_\_\_\_\_



## THE SCHOOL

### **As school staff, we will:**

- Provide a calm, purposeful and safe learning environment
- Promote healthy lifestyles and be proactive in advising parents/carers about general issues affecting the safety and well-being of students
- Have a clear Code of Conduct and Sanctions System, which promotes high standards of behaviour and respect for others
- Encourage and recognise positive efforts through our Rewards System
- Value and respect students as individuals
- Insist that school uniform is worn correctly
- Encourage and reward good attendance (above 95%) and punctuality
- Provide a balanced and challenging curriculum which meets students' needs
- Provide high quality teaching
- Set and mark home learning tasks regularly
- Record and reward progress and achievement
- Listen to and respond to any concerns brought to our attention
- Provide regular reports and meetings about effort, achievement and progress
- Inform parents/carers of any special events or activities, e.g. revision and coursework classes
- Respond positively to requests for meetings from parents/carers
- Listen and respond to suggestions for improvements from all members of our school community

**Head Teacher:** Ms T Blight

Signature \_\_\_\_\_

Date \_\_\_\_\_

## GOVERNING BODY

### **As the Governing Body of the school, we will:**

- Set the aims and objectives for the school
- Agree priorities for improved performance
- Agree the staffing structure
- Appoint senior staff
- Approve policies drawn up by staff
- Monitor and evaluate the school's performance
- Be accountable to parents/carers
- Seek financial efficiency and value for money
- Ensure compliance with statutory obligations, including health and safety regulations

**Chair of Governing Body:** Mr Paul Baglee

Signature: \_\_\_\_\_

Date \_\_\_\_\_



**Reintegration from The Base  
Meeting with Parents and Carers**

|                         |  |                 |   |
|-------------------------|--|-----------------|---|
| <b>Date of Meeting:</b> |  |                 |   |
| <b>Attendance:</b>      |  | Student         | * |
|                         |  | Parent/Carer    | * |
|                         |  | Base staff      | * |
|                         |  | Head of Year    |   |
|                         |  | SLT Link        |   |
|                         |  | Learning Mentor |   |
|                         |  |                 |   |
|                         |  |                 |   |
|                         |  | Governor        |   |

|  |  |
|--|--|
| <b>Date of entry to The Base:</b>      |  |
| <b>Previous meeting:</b>               |  |
| <b>Length of time in The Base:</b>     |  |
| <b>Proposed date of reintegration:</b> |  |

**Brief Comments on time spent in The Base**



Student's Comments

Empty box for Student's Comments

Parent/Carer's Comments

Empty box for Parent/Carer's Comments

Staff Comments

Empty box for Staff Comments

Further Comments (including *Governors* if appropriate)

Empty box for Further Comments



| Action | To be actioned by: |
|--------|--------------------|
|        |                    |
|        |                    |
|        |                    |
|        |                    |
|        |                    |
|        |                    |
|        |                    |
|        |                    |
|        |                    |
|        |                    |

|   |  |
|---|--|
| <b>Pastoral Support Plan / Individual Education Plan Review date:</b> |  |
|---|--|

| <b>Agreed by:</b> |              |
|-------------------|--------------|
|                   | Student      |
|                   | Parent/Carer |
|                   | Base staff   |
|                   | Head of Year |
|                   |              |
|                   |              |
|                   |              |
|                   |              |
|                   |              |