

FREMAN COLLEGE BEHAVIOUR POLICY & PROCEDURES

POLICY

The College Aim

At Freman College we aim to promote and encourage a positive, responsible attitude towards behaviour in order to encourage learning at the highest possible level. We seek to create an environment in which students and staff feel secure and happy and in which high quality learning can take place.

We seek to foster mutual respect between all members of the college community; self respect and pride in self worth; and respect for the immediate and wider environment. Students are expected to accept personal responsibility and to be accountable to others for their actions.

The college may change the procedures as appropriate.

PROCEDURES

Praise and Rewards

As a college, we feel that all students work most effectively in a positive environment and respond significantly to praise and reward.

Success and positive behaviour are celebrated in a number of ways at the college including:

- praise shared with relevant staff and parents via Satchel One
- the awarding of Bronze, Silver and Gold Awards half-termly

Award	Praise	Badges	Bronze	Silver	Gold
Reason for Award	Excellent work, effort or contribution in lessons, homework, assessments or around the College	Awarded for House participation, Extra-curricular activities or excellent effort and progress via Satchel One	Awarded by teachers/tutor Consistently excellent effort in lessons Consistently makes an excellent contribution in lessons Outstanding House/extra-curricular contribution 100% E and G on Progress report	Awarded by HoH/HoD Significant Contribution to House or Department Significant Success.	Can only be awarded by the headteacher for excellent contribution or success either inside or out of College

Who is notified	Tutor Parents emailed and via app. HoD	Tutor Parents emailed and via app. HoD/HoH SLT Headteacher	Tutor Parents emailed HoD/HoH SLT Headteacher	Tutor Personalised letter to parents. Awarded in House assembly	Personalised letter to parents. Awarded in College assembly
-----------------	--	--	--	---	--

- written comments on assessed work
- displayed work
- House and College assemblies
- House Colours (Half Colours-3 Events / Full Colours 6 Events)
- House and College events
- Prizegiving
- communications to parents / carers via telephone, email, letters and certificates
- daily interactions with students
- written reports to parents / carers
- parent consultation evenings

Sanctions

Any student who does not adhere to the college Code of Conduct (Appendix A) should expect to receive any one of a number of sanctions ranging in severity. The purpose of the sanction is to punish the student for the action and also to deter them and others from any subsequent similar actions. These sanctions might include: a teacher speaking to the student on a one-to-one or small group basis; placing the student in detention at break or lunchtime (these may be departmental, pastoral or conducted by a senior member of staff); placing the student in a one hour after-college detention or internal exclusion. Very serious incidents may well involve a suspension or ultimately permanent exclusion from college.

The most appropriate sanction will be used for all incidents. This may involve giving due consideration to the circumstances in which an incident took place or any previous record of poor behaviour. Further information on available sanctions and appropriate use can be found in Appendix D.

Uniform

Students are required to dress in line with the college uniform and sixth form dress code. A copy of these can be found on the college website.

Code of Conduct

The college Code of Conduct was formed in consultation with the House Councils and the School Council and is designed to inform all students of the high level effort, consideration and behaviour expected from them. It is not designed to restrict the individual, but to allow everyone to succeed.

A copy of the Code of Conduct (Appendix A) can be found on the college website.

Expectations

The Expectations document (Appendix B) sits alongside the Code of Conduct and exists to inform and remind students of what is considered to be acceptable and appropriate behaviour in all areas of the college and at all times of the college day. This includes: in lessons; in tutor; in assembly; during break and lunch and whilst travelling to and from the college.

Dealing with inappropriate behaviour

Teachers at Freman College have a duty of care to ensure that all students observe the Code of Conduct. Any poor behaviour in the classroom will be dealt with, in the first instance, by the classroom teacher. If the problem is considered to be serious enough or is of a persistent nature, the teacher may refer the incident to the Head of Department. If necessary the incident may subsequently be referred to the student's Tutor and/or Head of House.

Classroom practice is monitored by Heads of Department through informal and formal monitoring procedures. Heads of House and the Senior Leadership Team (SLT) also visit tutor groups to monitor and support standards.

For instances of poor behaviour which take place outside of lesson time the member of staff on duty or in the vicinity should take immediate action and the student's Tutor and/or Head of House will be informed and, if necessary, take further action. This includes incidents that take place at break and lunchtime, the journey to and from college and whilst on any college excursions. College staff should refer to the 'Guidance for staff on dealing with poor behaviour' document (Appendix C) for further guidance.

In more serious cases, the Head of House may need to refer an incident to a member of SLT.

Information on possible sanctions can be found in the 'Information on available sanctions' document (Appendix E).

Recording and referring incidences of poor behaviour

Poor behaviour in and out of lessons should be recorded on Satchel One. This should be used to record the nature of the incident and the action taken by the member of staff. It also enables staff to refer more serious incidents (see Appendix D). The member of staff to whom the case is referred will then also record the action taken. It will also ensure that the relevant staff are informed. All positive and negative incidents will be shared with parents/carers via Satchel One with via email or through the Satchel One app.

Monitoring/contacting parents / carers

The Freman College ethos is underpinned by its very positive atmosphere and excellent relationships between its students, their parents / carers and the staff. Verbal praise and encouragement should be given by staff and parents / carers as much as possible, where appropriate. All positive and negative incidents will be shared with parents/carers via Satchel One with via email or through the Satchel One app. Parents / carers will receive regular feedback on their son/daughter's conduct via their regular progress reports; and a parent consultation evening. In addition to this, teachers may contact parents / carers by telephone or email in order to update them on particular issues or incidents and on general progress.

A student whose behaviour is an ongoing cause for concern will be placed on report in order to have their progress monitored by one of the following: Tutor, Head of House, a member of SLT.

Ratified: Summer 2026

Review: Summer 2027

Appendix A

FREMAN COLLEGE CODE OF CONDUCT
--

In order to create the best possible conditions for learning, and for everyone at Freman College to reach their potential, all students are expected to:

- Dress appropriately in line with the college uniform and dress code.
- Arrive on time to all lessons and registrations.
- Bring the correct equipment to each lesson.
- Treat everyone with respect and speak to staff and other students in a polite and courteous manner.
- Respect other people's property, including college property and not do anything that might cause harm to it.
- Keep all areas of the college site clear from litter, vandalism and graffiti.
- Behave appropriately, for example: not running in corridors; not being noisy; not being offensive to other people.
- Not do anything that prevents other students from learning. This means: listen in silence to the teacher and follow the instructions they give; stay seated unless given permission to move by the teacher and work quietly when requested to do so.
- Take full advantage of every opportunity to learn and perform every task to the best of their ability, including homework tasks.
- Take part in the wider college life and the extra-curricular activities on offer.
- Celebrate their own achievement and the successes of others. Enjoy their time at Freman and help others to enjoy theirs.

The Freman College Code of Conduct was formed in consultation with the House Councils and the School Council (Reviewed Autumn 2019) and is designed to inform all students of the high level of effort, consideration and behaviour expected from them. It is not designed to restrict the individual, but to allow everyone to succeed.

Appendix B

FREMAN COLLEGE EXPECTATIONS OF STUDENTS

The classroom expectations should be displayed in every teaching room.

In the classroom

1. You should enter the classroom room and wait quietly and sensibly in your seats for the teacher to arrive, or alternatively wait in an orderly manner outside of the room if you have been told to do so. On entering the room remove your books and equipment from your bag in readiness for the lesson.
2. You should not wear any outdoor clothing in lessons. Your bag should be placed out of the way, not on a desk.
3. You should bring the correct equipment to every lesson. This includes: pen; pencil; ruler; eraser; exercise book/folder; textbook and calculator, as well as any other subject specific equipment specified by a department for their lessons.
4. During the lesson you must not talk while the teacher is speaking to the whole class, or if another student has been asked to speak to the class. You may, on occasion be asked to work in silence. If you wish to ask a question, put up your hand. Do not shout out.
5. You must not chew or eat in lessons. Students are encouraged to drink water during lessons, unless specifically asked not to by a member of staff for health and safety reasons, such as in a computer suite or science laboratory.
6. Listen carefully to the teacher, do not waste time and never try to distract others from their work. To do so is selfish and unhelpful.
7. You may not apply or check make-up during lessons.
8. At the end of the lesson do not begin to pack away until your teacher tells you to. There must be no litter on the desks/tables or floor and the chairs, desks must be tidy.

Around the college

1. Walk sensibly in the college buildings to avoid accidents.
2. Be courteous at all times. At doors and staircases stand back to let adults, or anyone carrying books or equipment, through.
3. Always walk on the paths, and do not take short cuts across lawns or flower-beds.
4. Toilets are individual cubicles and multiple students are not permitted inside a cubicle.
5. Place **all** litter in the bins provided. The college is a learning environment, and every student must share responsibility for keeping it tidy. If you are asked to help pick up litter, you should do so without fuss.
6. The swimming pool is out of bounds before and after college. Students are not permitted to use the vending machines in the swimming pool foyer at any time.
7. Only sixth form students and students who have been given specific permission by a member of staff may use the Library during lessons. You may use it at all other times, but only if you work quietly and behave sensibly.
8. Alcohol; smoking; vaping; the possession or use of illegal or controlled drugs and the carrying of an offensive weapon are all strictly forbidden on the college site.
9. Mobile phones must be locked away in a pouch during the college day for A – E. If a parent wishes to contact a student in the case of an emergency, they should phone the College Office. Air pods/headphones are also banned during the college day for A-E Yr unless specifically required for a lesson. Students should follow the phone policy (Appendix F) at all times.
10. Under no circumstances are students allowed to film/record a staff member without specific permission.
11. Inappropriate or offensive language is unacceptable at all times.
12. Both verbal and physical bullying are strongly condemned and will not be tolerated. A separate policy exists regarding bullying. This can be found on the college website.
13. No student should take or post images or video footage of any college staff or students, images of the college or the college name on any Internet site without prior consent from the Headteacher or people involved.

14. You may not, without written permission, bring any prescribed medicine to college. Any written permission must give details of the medicine and dosage.

Coming to and leaving college

1. You should arrive at morning registration by 8.40am and afternoon registration by 2.05pm.
2. You must not leave the college site at break or lunch time unless you have been given specific permission by a member of staff to do so. Sixth Form students may leave the college site during the day but must first sign out. They must also sign back in on their return.
3. If you arrive in college after the end of registration (or after your tutor group has entered an assembly) you must sign in the late book at the college office.
4. If you are given permission to leave college before the end of the day, because of illness or an appointment, you must sign out at the College Office.
5. The college Code of Conduct applies to all students, in all areas of the college. It also applies to students travelling to and from college and whilst on a college excursion.

Tutor and Assemblies

1. At registration, you must remain in the tutor room unless given specific permission by your tutor to leave the room.
2. You should attend all assemblies appropriate to your year group or house. Any poor behaviour in assemblies will be dealt with seriously.

Banned items

Under no circumstances may any of the following be brought into college:
Offensive weapons e.g. guns, knives and dangerous sprays.
Hateful or extremist materials
Pornographic materials, physical or digital.
Fireworks and pocket lasers.
Computer software in any format (unless given specific permission by the Network Manager).

Alcohol or any illegal or controlled drugs. (Cigarettes, tobacco and lighters, e-cigarettes or vapes may not be brought into college by students).

We advise students against bringing any valuable or expensive items into college as we are unable to guarantee their safekeeping.

These procedures may be updated by the college as appropriate. Students will be informed of any change.

Appendix C

FREMAN COLLEGE

GUIDANCE FOR STAFF ON DEALING WITH POOR BEHAVIOUR

All teachers have a responsibility to deal with issues relating to poor behaviour, whether they occur in the teaching room, tutor room or around the college site.

Failure to hand homework in on time or completed adequately

If a student fails to hand in or complete a piece of homework adequately or on time without good reason, you may give them a chance to complete this properly by an agreed date (probably the next day) and this should be recorded on Satchel One. However, if the student at any further time in that academic year fails to complete a piece of homework adequately or on time, they should be placed in a 25 minute detention. This should be recorded on Satchel One.

If they do so again they should be placed in a 25 minute detention. This should be recorded on Satchel One and parents should be informed.

If there are further incidences, the student should be detained for an hour on each occasion, parents informed and details recorded on Satchel One.

(Detentions can be run by the teacher or department and can take place at break, lunchtime or after college, at the convenience of the teacher or department.)

Low level disruption to lessons

If you need to remove a student from your lesson because he/she is disrupting the learning of others it should generally be for no longer than five minutes. This time should serve as a period of 'cooling off' or reflection and the student should be given the opportunity to return to the lesson. In some cases you may feel it appropriate to send a student, for the remainder of the lesson, to work with your Head of Department. **You should not send students to work unsupervised in any areas of the college, this includes the Dining Area; the Library, Pastoral Office and outside the staffroom.**

Low level disruption, particularly if it is persistent or requires action, should be recorded on Satchel One.

Other instances of poor behaviour

If an incident occurs in your classroom or tutor group or you are aware of an incident taking place elsewhere in college you should take appropriate action in order to prevent the incident continuing. Where possible the usual chain or referrals (as outlined in the behaviour policy) should be followed and an appropriate sanction should be imposed. In extreme circumstances it may be necessary to seek immediate assistance from a Head of House or member of

SLT, or any other available member of staff. Staff should email the Pastoral Team and SLT if they need a student removing from lesson.

Following the incident, you must enter details on Satchel One. This is an effective tool for recording and referring incidents and allows us to monitor patterns in behaviour.

It is very important that any sanctions imposed by you are noted on Satchel One.

Any racist / homophobic / transphobic / sexist incidents should be emailed to the Pastoral Team, who will investigate and then record as appropriate.

You should also get any students involved in an incident, to write their own account of it. This should include what led up to the incident and exactly who else was involved. You should ask them to sign and date it. It is good practice to keep students separated whilst writing their own accounts, this will help to prevent collusion or intimidation.

If you are informed about an incident in your capacity as a Tutor, Head of Department, Head of House or member of SLT you need to consider the nature of the incident and whether any sanction has so far been imposed, before imposing any sanction of your own.

If you suspect a student has been involved in an incident involving drugs you should refer to the procedures for dealing with a drug related incident.

Restrictive interventions

The following guidance is taken from the DFE Guidance, Restrictive interventions, including use of reasonable force, in schools - Guidance for schools in England April 2026

Use of Physical Intervention / Restraint & Restrictive behaviour

Physical Intervention is defined as contact between staff and a child where no significant force is involved.

This will be used for interactions including:

- affirmation and praise
- to gently direct a child
- to avert danger to the child
- for curricular reasons
- first aid and medical treatment

Restrictive intervention: a means to prevent, restrict, or subdue movement of the body, or part of the body, of a pupil. This guidance uses 'restrictive interventions' as the umbrella term to describe both physical and non-physical actions aimed to restrain pupils in different ways.

Reasonable force: a term used in legislation which includes physical restrictive interventions. All members of school staff have the legal power to use reasonable force in limited circumstances. Reasonable means using no more force than is necessary for the least amount of time, the application of which will depend on the circumstances.

Staff are not expected to put themselves in danger and that removing other children and themselves from escalating situations may be the right thing to do.

Legal defence for the use of force is based on evidence that action taken was reasonable, proportionate and necessary.

Who can use reasonable force?

All members of school staff have a legal power to use reasonable force in certain circumstances.

To prevent or stop a pupil from:

1. causing injury to themselves or others
2. committing a criminal offence
3. damaging property
4. causing disorder among pupils at the school, whether during a teaching session or otherwise.

The use of a restraint or restrictive intervention, must always be recorded using the 'Use of restrictive intervention' form and reported to the relevant pastoral lead/member of Senior Leadership Team as quickly as practicable (and in any event within 24 hours of the incident) by the person(s) involved in the incident.

Use of reasonable force to search pupils

Head teachers and staff they authorise have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item.

A member of staff can use such force as is reasonable to search for legally prohibited items, but not to search for items banned under the school rules only.

Staff should refer to the Searching, Screening and Confiscation in Schools guidance document for detailed advice on searching a pupil.

It is essential for us all to work together, with a consistent message, to help maintain a high standard of behaviour at Freman College. This in turn creates a more positive learning environment and therefore benefits the entire college community.

This document exists to offer Freman College staff guidance for dealing with instances of poor behaviour and may be updated by the college as appropriate.

REFERRAL PROCEDURE (all years)



Appendix E

FREMAN COLLEGE

INFORMATION ON AVAILABLE SANCTIONS

Staff at Freman College will aim to encourage individual students to take responsibility for their actions and behave appropriately. If students fail to respond as required, the following sanctions may be employed:

Detention

Detention is one of the sanctions we use for misbehaviour. The Education Act 1997 gives schools legal backing to detain students after the end of a school session on disciplinary grounds without the consent of parents / carers. The following points are taken from Detention: the law and how to apply it (DfES circular 10/99 Annex C): *All state schools have clear legal authority to detain pupils. There is no risk of a legal action for false imprisonment if a pupil is being kept at school after the session without parental consent. This covers both lunchtime and after school detentions. The headteacher, or other authorised teacher, may decide the child should have a detention despite the parent's representations. A parent who remains dissatisfied can complain to the headteacher and the governing body under the school's normal complaints procedures. However, there is no right of appeal. A governing body has no power to overturn a decision if they consider a complaint before the detention takes place. If a pupil fails to attend an after-session detention for a disciplinary offence, without reasonable excuse, the headteacher should decide how to deal with the absence and the original misbehaviour, normally with a more severe sanction.*

- If a student is placed in an after-college detention parents / carers will be notified in writing or by telephone. The purpose of this communication is not to obtain consent; it is to inform parents / carers of the misbehaviour and to enable them to make any necessary arrangements.
- Students may be detained at break and lunchtime without parents / carers being informed. It should be recorded on Satchel One. Students will be given time to eat and drink.
- Whole class detentions will not be given, though whole classes may be required by a teacher to investigate a problem not resolved during a lesson.
- Students should not be left unsupervised outside the staffroom as a detention.
- After-college detentions are recorded on Satchel One and in a student's file.
- A student who fails to attend detentions could face additional detentions or an internal exclusion.

Exclusion

Three levels of exclusion are possible: internal exclusion, suspension and permanent exclusion. The decision on which one to apply will take account of the nature of the offence, the age of the student, disciplinary record, home circumstances and examination obligations. An external exclusion will not be given for poor academic progress, truancing or non-attendance, incorrect uniform, or the behaviour of parents / carers. Appendix F outlines the Exclusion Process.

Internal exclusion/isolation

A student is withdrawn from lessons and break periods for a stated number of days and supervised by the Head of House or a member of the Senior Leadership Team (SLT). Appropriate work will be set. Parents / carers will be informed by letter and possibly called into school. Re-offending may lead to a suspension.

Suspension

Parents / carers will be notified by telephone, possibly being asked to collect their son/daughter, and an official letter will follow explaining the nature of the offence and the legal position. Work will be provided. Parents / carers will normally be required to attend a re-admission meeting with their son or daughter, and (at the college's discretion) the student will be monitored by the Head of House or a member of SLT. A PSP (Pastoral Support Programme) will normally be established after a series of suspensions or following a suspension of a substantial length. Behaviour normally punished by a suspension, which may range from 1 to 15 days in length depending on the nature of the misdemeanour, includes: persistent refusal to accept the discipline of the college including refusal to attend detentions; physical violence towards another student; persistent bullying or a single case of extreme bullying; swearing at a member of staff; theft; deliberate damage to property; possession of illegal substances. This is not meant to be an exhaustive list of misdemeanours that may result in suspension, but a range of examples.

Permanent exclusion

Parents / carers will be notified by telephone and asked to collect their son/daughter, and an official letter will follow explaining the nature of the offence and the legal position. Although permanent exclusion can be the culmination of a series of sanctions, it can also follow a single extremely serious incident, such as: use, supplying or intent to supply an illegal substance; actual or threatened violence against a member of staff; serious actual violence against another student; sexual abuse or assault; carrying an offensive weapon. The headteacher may choose to issue a short suspension whilst a decision on whether to permanently exclude the student is being made. This is not meant to be an exhaustive list of misdemeanours that may result in permanent exclusion, but a range of examples.

Pastoral Support Programme (PSP)

If a student is identified as being at risk of permanent exclusion the college will set up a Pastoral Support Programme (PSP). Indicators may be severe disaffection, a series of suspensions, persistent behaviour which adversely affects their learning or that of their peers or a single incident of an extremely serious nature. Under normal circumstances the PSP will be the final supportive measure put in place before permanent exclusion, after other methods of support have been tried. However, if an incident is considered to be sufficiently serious, a student may be permanently excluded from college without previously having a PSP.

The PSP will be established at a meeting between the student, parents / carers, Head of House, any other appropriate member of college staff (eg SENCO or Tutor) and any outside agents. It will usually be chaired by a member of SLT. Parents / carers will receive a copy of their son or daughter's PSP.

- The PSP will identify realistic behavioural outcomes towards which the student will be required to work by achieving a series of precise targets; it will have a time limit of 16 weeks, beginning at a date agreed by all parties
- The student will be involved in setting the targets to encourage engagement with the process
- A monitoring form will be issued to the student to remind them of the targets and to enable staff to monitor behaviour in and out of lessons
- Fortnightly informal reviews will take place between student and the Head of House/SLT member or other designated member of staff
- Parents/carers will be kept informed of progress by the Head of House and by checking the student's monitoring form, which the student will be required to have signed by them
- Formal reviews involving parents / carers will be timetabled for approximately 8 and 16 weeks
- If a student is failing to meet the targets of their PSP and is therefore at risk of permanent exclusion, the LA Integration Team will be informed
- If the targets have not been met after 16 weeks the college has the option to extend the PSP or permanently exclude the student

Managed Moves

If a student has multiple suspensions and is therefore deemed to be at risk of permanent exclusion, Freman College may discuss the possibility of a managed move to another school. A managed move is the transfer of a student who is at high risk of permanent exclusion from one school to another school to give them a fresh start and a new beginning. Parents must give consent for a managed move. In considering this, parents should consider that a managed move is a strategy to avoid permanent exclusion, a very serious sanction which has the potential to significantly affect the student's education and therefore their future.

If a temporary move needs to occur to improve a student's behaviour, then off-site direction should be used. Managed moves should only occur when it is in the student's best interests. The school will request that the parent and child attend a meeting of the inclusion panel to discuss future provision. This panel, organised by the Local Authority, is attended by the parent/carer and student, school staff as well as a range of other professionals. The panel recommends a next step for the student.

These may include:

- A move to another school. If this is the case the Inclusion Officer will approach other schools on your behalf. This may take some time as several discussions may be needed to try and secure a place and to arrange suitable support measures to make the chances of a successful transfer more likely.
- A managed move to alternative provision such as the Rivers Educational Support Centre. This may be for a short period for intensive behaviour work or for a longer period, according to the difficulties presented
- The panel may also recommend that the student return to Freman College with recommendations for further support.

Below is a list of some specific actions and their likely resulting sanctions. This list is by no means exhaustive and sanctions may well be imposed for other reasons:

Action	Sanction
Failure to complete homework	25 minute detention
Repeated failure to complete homework	25 then 60 minute detention
Disruption of a lesson through poor behaviour	Department detention
Inappropriate behaviour during break or lunchtime	Lunchtime detention
Failure to attend a lunchtime detention	An extra lunchtime detention
Failure to attend more than one lunchtime detention	1 hour after-college detention
Failure to follow phone policy	1 hour after-college detention
Leaving the college site at lunchtime without permission	Five lunchtime detentions
Congregating in toilet cubicles	Two lunchtime detentions and searched.
Smoking / vaping / including possession	Internal Exclusion
Standing with someone smoking / vaping	Five lunchtime detentions
Failure to attend an after-college detention	An extra after-college detention
Repeated failure to attend detentions	Internal exclusion
Truancy	After-college detentions equivalent to the period of time truanted and an after-college detention with SLT
Filming/recording students fighting/antisocial behaviour	Internal exclusion or suspension

Filming/Recording staff	Suspension
Preventing learning from taking place by persistent poor behaviour	Internal exclusion or suspension
Refusal to follow phone policy	1-2 day suspension
Foul or abusive language directed at a member of staff	2 day suspension
Homophobic, transphobic, racist or sexist language directed towards a student or member of staff	2 day suspension
Physical assault of another student	2 day suspension
Possession of an illegal or controlled substance	Up to 15 day suspension or permanent exclusion
Use or supply of (or intent to supply) an illegal or controlled substance	Permanent exclusion
Serious false allegation against a member of staff	Permanent exclusion
Extreme anti-social or criminal behaviour	Permanent exclusion
Physical assault of a member of staff	Permanent exclusion
Possession of an offensive weapon	Permanent exclusion

The most appropriate sanction will be used for all incidents. This may involve giving due consideration to the circumstances in which an incident took place or any previous record of poor behaviour. The cumulative effect of a number of relatively minor incidents may incur a stiffer sanction than a single incident of that nature.

In cases of criminal misconduct it is likely that the college will involve the police. In the case of a drug related incident the police will always be informed.

Appendix F : Mobile phone use

In line with DfE guidance published in February 2026, mobile phone use will be restricted in the following ways:

A – E Year

Any student wishing to bring a mobile phone on to the site must place their phone **in a lockable pouch**, provided by the college, for the duration of the college day, between the hours of 8:40am - 3:15pm. Additionally, headphones will also not be allowed in college during social time or lesson changeovers.

Students can continue to have their phones travelling to and from school, though obviously they must use them appropriately and not to cause harm to anyone else.

6th Form

In line with the DfE guidance, students in the 6th Form will be trusted to keep their phone on their person during the college day. They are allowed to use them :

- in 6th Form building at all times
- in lessons under teacher guidance
- library during study periods
- dining room (if used as a study space)
- to exit the building using the Paxton Key.

Exemptions

Students who use their phone to help manage their medical condition, such as diabetes, will be allowed to keep their phone with them and use their phone explicitly for this purpose. There will be a medical pouch provided they must use. To qualify for this exemption, students would need to meet the threshold set by JCQ for a student to have access to a phone during a public exam.

For an interim period whilst we investigate an alternative model, students of GCSE Photography will be allowed to access their phones in those lessons.

Sanctions

Anyone who fails to follow the rule will be placed in an after-college detention. If it is believed it is a deliberate attempt to circumvent the clear directive on phone use, it will be treated very seriously. In line with our behaviour policy, such defiance may result in a suspension. This includes:

- Hiding a phone in a bag or pocket
- Providing a spare phone / other item for the pouch
- Damaging the pouch deliberately

FAQs on new policy and procedures: Students

What do I do if I have a medical appointment?	You will be able to unlock your phone when you sign out at the office or at an unlocking station outside. When you return, you need to have locked your pouch before you enter the building.
I forgot my pouch. What do I do?	You will need to sign out a spare pouch for a first offence. Any subsequent occasions will result in a detention.
What if my bus is late and I arrive after 8:40?	Make sure you have locked your pouch before you enter the building.
Can I use it on a fixture?	Yes
Can I use my phone after college if I'm staying for a club or House event?	Yes
Can I use it on a trip?	Yes, the Trip Leader will set out the rules that are appropriate for the event.
How will I know my timetable?	We will give you a paper copy of your timetable and a planner for you to write your timetable in. You will also be able to access the Satchel One app at home to pack your bag correctly.
Can my pouch be in my pocket?	No, it must be in your bag or placed in your locker before tutor.
I get stressed, and I use my phone to calm down / listen to music. Will I be allowed to use it then?	No, the guidance from the government is very clear that using a phone in this way is not appropriate in a school setting. Headphones of any kind are also banned during the college day.
How will I contact my parents during the day?	If there is a genuine need for you to contact your parents during the college day, you will need to go to the college office. This does not include asking the office to ring home as you have forgotten your equipment / have a low lunch balance.
My homework is on my phone, can I get my phone unlocked to show it to my teacher?	No, this will be treated as any other homework not handed in on time. You will need to have uploaded any documents to your onedrive ahead of deadlines.
I use my phone a lot in lessons to take photos etc. What will I do now?	Your teachers will plan activities and use alternative teaching methods to support your learning.
What if my pouch breaks?	Pouches are provided and paid for by the college. If the damage is deliberate, a serious sanction will follow. If it is faulty, it will be replaced.
What if I forgot to put my phone in the	You will receive an after-college detention.

pouch?	
What happens if the school has to close early?	As part of any emergency procedures around closure, you would be able to unlock your pouch to ring home to make travel arrangements.

FAQs on new policy and procedures: Parents

What if my child has a medical appointment?	They will be able to unlock their phone when they sign out at the office or at an unlocking station outside. When they return, they need to have locked their pouch before they enter the building.
My child forgot their pouch. What should they do?	They will need to sign out a spare pouch for a first offence. Any subsequent occasions will result in a detention.
What if their bus is late and they arrive after 8:40?	They need to make sure they have locked their pouch before they enter the building.
Can they use it on a fixture?	Yes
Can they use my phone after college if they're staying for a club or House event?	Yes
Can they use it on a trip?	Yes, the Trip Leader will set out the rules that are appropriate for the event
How will they know my timetable?	They will be given a paper copy of their timetable and a planner for them to write their timetable in. They will also be able to access the Satchel One app at home to pack their bag correctly.
Can their pouch be in their pocket?	No, it must be in their bag or placed in their locker before tutor.
My child gets stressed, uses their phone to calm down / listen to music. Will they be allowed to use it then?	No, the guidance from the government is very clear that using a phone in this way is not appropriate in a school setting. Headphones of any kind are also banned during the college day.
How will I contact my child during the day?	If there is a need for you to contact your child during the college day, please ring the college office.
What if their homework is on their phone? Can the phone be unlocked to show it to their teacher?	No, this will be treated as any other homework not handed in on time They will need to have uploaded any documents to their onedrive ahead of deadlines.
My child uses their phone a lot in lessons to take photos etc. What will they do now?	Their teachers will plan activities and use alternative teaching methods to support their learning.
What if their pouch breaks?	Pouches are provided and paid for by the college. If the damage is deliberate, a serious sanction will follow. If it is faulty, it will be replaced.
What happens if the school has to close early?	As part of any emergency procedures around closure, they would be able to unlock their pouch to ring home to make travel arrangements.

Use of the Satchel app

Students will continue to have homework set via the Satchel app or via the web browser.

They will continue to have access to their behaviour, detention and attendance record and progress reports.

We recommend parents support students in developing a routine the night before to check they have the right equipment for the day and that they have completed homework tasks.

Students will still be able to complete homework that use apps / browser such as Seneca and Sparx Maths.

Use of Office 365

Students still have access to the college network and their work via Office 365 and the Foldr app. Instructions on how to upload work are included in their planner.

Notices

Students should still check their Satchel app the night before, but all notices will be delivered in tutor time.

Detentions

If a detention is set for the same day, a student can write a reminder in their planner.

If set for another day, they can check Satchel the night before and write a reminder in their planner.

Parents will still receive notice of all detentions to make necessary arrangements.

Appendix G

Freman College Exclusion Process					
Exclusion Number 1	Decision made to suspend/exclude Student suspended Reintegration meeting held with HoH No ← Is the incident so serious it merits permanent exclusion? (One off serious incident) Yes → Local Authority notified. Governors' Disciplinary Committee (GDC) within 15 days.				
Exclusion Number 2 Risk of Permanent Exclusion	Decision made to suspend/exclude ↓ Student suspended Reintegration meeting Held with HoH and Pastoral Lead PSP initiated No ← Is the incident so serious it merits permanent exclusion? Yes → Local Authority notified. GDC within 15 days.				
Exclusion Number 3 High Risk of Permanent Exclusion	Decision made to suspend/exclude ↓ Student suspended Reintegration meeting with Headteacher Pastoral Lead PSP reviewed / updated Managed Move / Alternative provision considered Final Written Warning No ← Is the incident so serious it merits permanent exclusion? Yes → Local Authority notified. GDC within 15 days.				
Exclusion Number 4 Permanent Exclusion	Decision made to suspend/exclude Local Authority notified. GDC within 15 days. Yes ← Persistent Disruptive Behaviour Is the incident so serious it merits permanent exclusion? Yes → (One off serious incident) Local Authority notified. GDC within 15 days.				

Information within this document may be updated by the college as appropriate.