



11 Dec 2023

Dear Parents / Carers,

RE: Student conduct outside the Academy

I hope all is well and you are looking forward to the festive season.

As you know, myself and my staff do daily duties at the shops and in the local community before and after school. This is to both ensure that students feel safe on their way home as well as ensuring their conduct when they leave us, representing the Academy, is positive. This has always been something we have prided ourselves on and feel we have a responsibility for.

Unfortunately, we have had a number of poor behaviour incidents off site and around the shops this term. For this reason, I must remind you and our students of the importance of good behaviour to and from school. **Until students are home, they are our responsibility and I believe that we take this responsibility seriously.**

As part of this reason, one of our rules is that, at the end of the school day, we will **do duty at the shops and in the local area until 3:10pm after which time we expect students to leave this area and head home.** This is vital if we are to ensure their safety and support the local community.

For those students using the Arriva bus, they are expected to wait at the Croxley View bus stop. This was at the request of the bus company as they know our staff manage the queue there. It isn't appropriate for students to wait at the shops after 3:10 pm.

I would ask you, please to remind your child of the importance of this measure in keeping them safe. Please can I also ask that you avoid picking up students from the shops as this then gives them a reason to hang around there.

This is something we will prioritise over the next few months. Unfortunately, where we don't believe that students are co-operating, we will have a duty to sanction them. However, I'm sure there will be little need for this.

Can I also remind parents, where there is a need to pick up students from school, that often the easiest way is from the Morrison's car park and gate.

As always, thank you for your support on this matter. I'd like to offer you and your families all our best wishes for the festive season.

Best wishes,

Tim Body
Headteacher

Please see below details of the Academy's Behaviour Policy and the Department for Education's guidance for schools on students' behaviour offsite:

Incidents outside the Academy¹

The Academy can discipline and set sanctions for pupils in accordance with this policy for incidents that are outside the Academy when the pupil is:

- taking part in any Academy-organised or Academy-related activity;
- travelling to and from the Academy;
- wearing an Academy uniform; or
- identifiable as a pupil of the Academy.

In some other circumstances, the Academy can set sanctions for incidents outside of the Academy, particularly when the behaviour:

- could have repercussions for the orderly running of the Academy;
- poses a threat to another pupil or member of the public; and / or
- could adversely affect the reputation of the Academy.

Behaviour outside of school premises²

92. Schools have the power to sanction pupils for misbehaviour outside of the school premises to such an extent as is reasonable.

93. Maintained schools and academies' behaviour policies should set out what the school will do in response to non-criminal poor behaviour and bullying which occurs off the school premises or online and which is witnessed by a staff member or reported to the school, including the sanctions that will be imposed on pupils (see paragraphs 124 – 126 on suspected criminal behaviour).

Schools should collaborate with local authorities to promote good behaviour on school transport.

94. Conduct outside the school premises, including online conduct, that schools might sanction pupils for include misbehaviour: when taking part in any school-organised or school-related activity:

- when travelling to or from school;
- when wearing school uniform;
- when in some other way identifiable as a pupil at the school;
- that could have repercussions for the orderly running of the school;
- that poses a threat to another pupil; **or**
- that could adversely affect the reputation of the school.

¹ Westfield Academy's Behaviour Policy

² Behaviour in Schools Advice for Headteachers and school staff – September 2022