

# EAST BERGHOLT HIGH SCHOOL

## ATTENDANCE, BEHAVIOUR AND SAFEGUARDING STUDENT HANDBOOK



### 2026-2027

## THE BERGHOLT WAY... to make positive choices

Be kind - Be positive - Be the best you can be

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## The Bergholt Way

At East Bergholt High School, everyone has the right to learn, feel safe and enjoy being part of our community.

### BE KIND

Respect people.  
Think about others.

### BE POSITIVE

Come ready.  
Reset when needed.

### BE THE BEST YOU CAN BE

Work hard.  
Keep improving.

## Nobody gets everything right all the time.

When things go wrong, we expect you to take responsibility, put things right and make a better choice next time. Adults will treat you fairly, listen to you and help you when you need support.

## What we expect

### EVERY DAY

- Arrive on time and ready to learn.
- Follow instructions from staff.
- Allow other students to learn.
- Speak to students and adults respectfully.

- Keep your hands, feet and objects to yourself.
- Look after our school environment.
- Wear the correct uniform and follow school routines.
- Keep your phone switched off and locked in your approved pouch.
- Tell an adult if you are worried about yourself or somebody else.

Your behaviour should never stop somebody else learning or make somebody else feel unsafe.

## Ready to learn

### IN LESSONS

#### CALM STARTS

Enter sensibly • settle quickly • equipment out • follow the teacher's instructions • begin learning.

- Listen when somebody else is speaking.
- Follow instructions when they are given.
- Try, even when the work is difficult.
- Allow others to learn without interruption.
- Ask for help when you need it.
- Treat everyone with respect.

## If something goes wrong

### C1 → C2 → C3

#### C1 REMINDER

A clear reminder of the expectation. This is your chance to reset. A C1 is not recorded on Arbor.

#### C2 WARNING

If the behaviour continues: classroom intervention or 20-minute lunchtime detention. Recorded on Arbor.

#### C3 RELOCATION

If disruption continues: removal from the lesson to Internal Exclusion + after-school detention, normally the following day, 3.35-4.15pm. Recorded on Arbor.

REFLECT → REPAIR → RESET

# Consequences

## WHAT HAPPENS NEXT?

### Missed lunchtime detention

A deliberately missed lunchtime detention will normally escalate to an after-school consequence.

### Missed C3 detention

A missed C3 after-school detention becomes a C60 the next day. C60 runs until 4.35pm.

### Repeated refusal

Continuing to refuse consequences may lead to Internal Exclusion or suspension.

**Attend it. Complete it properly. Move on.**

# Serious behaviour

## SOME INCIDENTS SKIP THE LADDER

- Fighting, violence or threats
- Bullying or harmful behaviour
- Racist, sexist, homophobic or other discriminatory behaviour
- Sexual harassment or sexual violence
- Theft or vandalism
- Smoking or vaping
- Drugs, alcohol or weapons
- Deliberately setting off emergency alarms
- Serious misuse of technology or AI
- Serious or repeated defiance

Serious incidents are investigated and may result in Internal Exclusion, suspension or, in the most serious circumstances, permanent exclusion.

# Safe means safe

## BULLYING & HARMFUL BEHAVIOUR

**WE DO NOT IGNORE HARMFUL BEHAVIOUR.**

This includes bullying, cyberbullying, violence, discrimination, sexual harassment, sexual violence, threats and intimidation - in person or online.

### Technology counts too.

Using AI, edited images, deepfakes, social media or other technology to humiliate, impersonate, threaten or harm someone can be treated as serious misbehaviour.

# Tell us

## YOU DO NOT HAVE TO DEAL WITH IT ALONE

If somebody is making you feel unsafe or uncomfortable, tell an adult. It does not have to feel 'serious enough'.

Tutor • Teacher • Year Leader • Student Support • SEND • Safeguarding

## We would always rather know.

Changes in behaviour can sometimes tell us that a student needs help or protection. We will listen, investigate and support.

# Phone-free school

SWITCH OFF. LOCK AWAY. STAY PRESENT.

SWITCH IT OFF → LOCK IT IN YOUR POUCH → KEEP IT THERE ALL DAY

- If you bring a phone, it must be switched off and secured before entering the school site.
- Do not access your phone during the school day unless a member of staff has specifically authorised it.
- Do not tamper with, damage or try to bypass the locking pouch.
- Do not bring a device or object designed to unlock a pouch.
- Individual arrangements can be agreed where a medical condition or disability requires access to a device.

## Why?

Fewer distractions • less online conflict • better concentration • more face-to-face interaction • a calmer school.

# Beyond the gate

## THE BERGHOLT WAY TRAVELS WITH YOU

Our expectations can still apply when you are travelling to or from school, on a bus, on a trip, wearing uniform or otherwise representing EBHS.

## On site

Once you arrive in the morning, remain on site until you are allowed to leave. At the end of the day, leave promptly or wait appropriately for your bus.

# Doing well matters

## HOUSE POINTS & RECOGNITION

Positive behaviour, effort, progress, perseverance, leadership and contribution to school life should be noticed.

| AWARD    | HOUSE POINTS |
|----------|--------------|
| Bronze   | 150          |
| Silver   | 250          |
| Gold     | 350          |
| Platinum | 500          |
| Diamond  | 700          |

## BERGHOLT STAR

Special recognition for exceptional selflessness in helping others.

Recognition may also include certificates, events, postcards or letters home, positive phone calls and special responsibilities or privileges.

DO THE RIGHT THING. MAKE PROGRESS. CONTRIBUTE.

## When you need help

### HIGH EXPECTATIONS + THE RIGHT SUPPORT

Sometimes behaviour tells us that something else is going on. Expectations do not disappear - but we will try to help you meet them.

### WAVE 1 Classroom support

Everyday strategies and high-quality classroom practice.

### WAVE 2a Targeted support

Extra help from tutors, teachers or subject leaders when a pattern begins to develop.

### WAVE 2b Coordinated support

A plan involving your Year Leader and the people who know and support you.

### WAVE 3 Specialist support

More individualised or multi-disciplinary support, including outside professionals where appropriate.

ASSESS → PLAN → DO → REVIEW

Fair does not always mean identical.

Different students may need different support to reach the same high expectations. Reasonable adjustments help students succeed; they do not remove the expectations.

## Fresh starts

### RESTORATIVE CONVERSATIONS

A restorative conversation is not another punishment. It is a chance to repair relationships and return successfully to learning.

What happened?

Who was affected?

What could I have done differently?

How can I put things right?

What needs to happen next time?

### Then we move forward.

A consequence is not a label. Complete it, repair what needs repairing and make the next lesson a fresh start.

**REFLECT • REPAIR • RESET**

## Every Day Matters

ATTENDANCE & PUNCTUALITY

**BE HERE • BE ON TIME • BE READY**

### Being here gives you the best chance to succeed.

Regular attendance helps you learn, make progress, build friendships, take part in school life and stay connected to the adults who know and support you.

### KNOW YOUR ATTENDANCE

**97%+**

**EXCELLENT**

95-96.9%

GOOD

BELOW 95%

WE'RE STARTING TO WORRY

90% OR BELOW

PERSISTENT ABSENCE

50% OR BELOW

SEVERE ABSENCE

**PUNCTUALITY MATTERS TOO**

Arriving late can mean missing the welcome, important information, explanations, learning and a calm start to your lesson.

ATTEND • BELONG • SUCCEED

# When Attendance gets Hard

WE WANT TO UNDERSTAND

## WHAT IS GETTING IN THE WAY?

Sometimes coming to school can become difficult.

There might be something happening in school, at home or somewhere else in your life that is making attendance harder. If that happens, we want to understand it.

## WHAT MIGHT WE TALK ABOUT?

**FEELING SAFE**

Do you feel safe and comfortable in school?

**RELATIONSHIPS**

Are friendships or relationships affecting you?

**BELONGING**

Do you feel that you fit in and are part of school?

**LEARNING**

Is learning or schoolwork becoming difficult?

**HEALTH & WELLBEING**

Is your physical or emotional wellbeing making school harder?

**GETTING TO SCHOOL**

Is travel or something outside school making attendance difficult?

TALK → UNDERSTAND → PLAN → SUPPORT → REVIEW

**We will work with you and your family.**

Sometimes you may only need a little help. Sometimes you may need more support from school or other professionals.

THE AIM IS ALWAYS THE SAME: ATTEND • BELONG • SUCCEED

# Every Student Included

HIGH EXPECTATIONS. HIGH SUPPORT.

## EVERY STUDENT IS DIFFERENT

**Fair does not always mean everyone getting exactly the same thing.**

We have high expectations for everyone. Different students may need different strategies, reasonable adjustments or additional support to help them succeed.

### WE WILL...

**KNOW YOU**

Understand your strengths, needs and what helps you learn.

**LISTEN TO YOU**

Your views matter when we are deciding how best to support you.

**ADAPT**

Use appropriate strategies and reasonable adjustments to help you succeed.

**WORK TOGETHER**

Teachers, Tutors, Year Leaders, SEND, Safeguarding, Attendance and Pastoral staff work together when you need more support.

## SUPPORT CAN INCREASE WHEN YOU NEED IT

**WAVE 1 - SUPPORT IN MY CLASSROOM**

The things teachers do every day to help me succeed.

**WAVE 2a - A LITTLE MORE HELP**

Extra support from my teachers, Tutor or Subject Leader.

**WAVE 2b - A COORDINATED PLAN**

My Year Leader and other adults work together with me.

**WAVE 3 - SPECIALIST SUPPORT**

More individual support from school and, sometimes, other professionals.

# Safe. Seen. Heard.

SAFEGUARDING @ EBHS

## IF YOU'RE WORRIED, TELL US

**You have the right to feel safe - in school, at home and online.**

If something is worrying you, tell us. It might be about you, a friend, something happening at school, at home or online. You do not need to know whether something is a 'safeguarding concern' before asking for help.

## HOW CAN I REPORT A CONCERN?

### SPEAK TO SOMEONE

Talk to your Form Tutor, SSA or any adult you trust.

### USE WHISPER

Report a concern anonymously using the EBHS Whisper service.

### EMAIL US

myconcern@ebhigh.org.uk

### ASK FOR HELP

Ask for an appointment with an SSA.

## DON'T KEEP A WORRY TO YOURSELF

Worried about yourself? Tell us. • Worried about a friend? Tell us. • Something doesn't feel right? Tell us.

**To: 07860 021 323**  
EBH1 [+ your message]

Have you got a worry or concern? It could be about yourself or a friend? **Report anonymously** using Whisper. The message is answered by our Safeguarding team during school hours.

**EBHS Whisper Report**  
Anonymous Reporting Service  
East Bergholt High School

**PROBLEM?**  
*Whisper it!*

If you have a problem or concern in school or at home, you can report it to a member of staff anonymously.

**When To Report...**  
You or a friend are being bullied  
You are concerned for a student's welfare  
A student, member of staff, or parent has behaved inappropriately  
You need to talk to someone about a problem  
Suggestion for changes or improvements in school

Report via SMS or visit:  
<https://swgfl.org.uk/whisper/ebh1/>

Powered by Whisper

SWGFL

Students and Parents can email safeguarding concerns to the following email address, which is monitored 24/7:  
**myconcern@ebhigh.org.uk**



# SAFEGUARDING @ EBHS



**WORRIED ABOUT SOMETHING?**

**FEELING DOWN OR SAD?**

**ARE YOU BEING BULLIED?**

**FEELING STRESSED OUT?**

**THINGS NOT RIGHT AT HOME?**

**SPEAK TO YOUR  
FORM  
TUTOR**

**WHISPER  
07860 021 323  
EBH1 [+YOUR  
MESSAGE]**

**SSA  
APPOINTMENT**

**MYCONCERN@EBHIGH.ORG.UK**

**WE WILL LISTEN • WE WILL HELP**

# THE BERGHOLT WAY

## BE KIND

Treat people with respect. Think about how your actions affect others. Help make school safe.

## BE POSITIVE

Come ready to learn. Respond positively to instructions and feedback. Reset when things go wrong.

## BE THE BEST YOU CAN BE

Work hard. Take responsibility. Ask for help. Keep improving.

ONE SCHOOL. ONE COMMUNITY. THE BERGHOLT WAY.