

- stop the incident and comfort the student who is the victim;
- reprimand the aggressor and inform the victim what action has been taken;
- if the incident is witnessed by another student, tell them why it is wrong;
- report the incident to the Head Teacher or senior teacher and inform him/her of the action taken. Added to this, report the incident to the Local Authority;
- inform the class teacher(s) of both the victim and the aggressor, then record what happened in the incident book;
- inform both sets of parents, if appropriate.

Roles and Responsibilities

The Governing Body is responsible for ensuring that the School complies with legislation, and that this policy and its related procedures and strategies are implemented.

The Head Teacher is responsible for implementing the policy; for ensuring that all staff are aware of their responsibilities and are given appropriate training and support; and for taking appropriate action in any cases of unlawful discrimination.

A designated member of the Leadership Team has responsibility for reviewing and evaluating the current policy and co-ordinating the School's action plan to implement it.

All staff are expected to deal with racist incidents that may occur; to know how to identify and challenge racial and cultural bias and stereotyping; to support students in their class for whom English is an additional language; and to incorporate principles of equality and diversity into all aspects of their work.

Curriculum, Teaching and Assessment

Teaching and Learning at Hellesdon High School will ensure equality of access for all students and prepare them for life in a diverse society. The School aims to create a learning environment where all students feel safe, respected and valued.

In particular the School strives to:

- use materials that reflect a range of cultural backgrounds, without stereotyping;
- promote attitudes and values that will challenge racist behaviour;
- provide opportunities for students to appreciate their own culture, celebrate the diversity of other cultures and make connections between the curriculum and their own lives and experiences;
- seek to involve all parents in supporting their child's education;
- provide educational visits and extra-curricular activities that reflect all student groupings

Pastoral Care

Pastoral care at Hellesdon High School will take into account the religious and cultural experiences of particular groups of students. The School's admissions policy is equally open to students from all communities and student's attendance is monitored by ethnicity and community background. The School's procedures for managing behaviour and its reward system will be fair and equitable to students from all backgrounds. Finally, work experience opportunities will be monitored by ethnicity to ensure that there is no stereotyping in placements.

Information and Resources

The School will ensure that all staff and governors are made aware of the contents of this policy and that it is available to all students and parents via publication on the School web site.

Additional information and material for parents will be accessible in user-friendly language and in languages and formats other than English as appropriate and/or as requested.

All staff and governors will have access to a selection of resources which discuss and explain concepts of race equality and cultural diversity in appropriate detail.

Religious Observance

The School respects the religious beliefs and practices of all staff, students, parents, governors, volunteers and visitors and will comply with all reasonable requests relating to religious observance and practice.

Action Plan

The School will draw up an annual action plan for the implementation of this policy, and for monitoring its impact. The School Development Plan will reflect issues of racial equality and cultural diversity in the School.

Monitoring and Effectiveness

The School will collect, study and use quantitative and qualitative data relating to the implementation of this policy, and make adjustments as appropriate. The current policy is reviewed at least 3 yearly.

The School will make regular assessments of students' learning and use this information to track students' progress as they move through the School. As part of this process the performance of different racial groups will be monitored to ensure that all groups of students are making the best possible progress.

Related School Policies and Practices

The School will ensure that the principles listed above are applied to the full range of School policies and practices, including those that are concerned with:

- students' progress, attainment and assessment
- behaviour, discipline and exclusions
- students' personal development and pastoral care
- teaching and learning
- admissions and attendance
- the content of the curriculum
- staff recruitment and professional development
- community cohesion