



**BEHAVIOUR AND
DISCIPLINE
POLICY**

2018



a) AIMS OF POLICY:

- Maintain good discipline and order in the school,
- Promote high standards of behaviour and conduct at all times,
- Encourage pupils to take responsibility for their own actions,
- Support pupils in correcting their behaviour,
- Provide clear guidelines to ensure fairness and consistency in implementing the policy.

b) SCHOOL ETHOS:

- Provide a safe, caring and supportive environment, in which all pupils feel secure and happy.
- Promote self-discipline and good working habits.
- Encourage pupils to show respect, honesty, consideration and politeness towards each other.
- Instil a sense of pride, shared responsibility and community in the school.
- Enable all pupils to benefit from and contribute to school life fully.
- Provide a positive learning experience with good discipline in which all pupils are encouraged and realise their full potential both within and outside the classroom.

Teachers, pupils and support staff have a collective responsibility to maintain and uphold the ethos of the school both in and out of school. All members of staff are expected to encourage good behaviour and respect towards each other.

c) SCHOOL RULES:

The school rules reflect the ethos of the school and are needed for the:

- Safety and wellbeing of both pupils and staff,
- Protection of the environment and personal/school property,
- Academic progress and personal development of the pupils,
- Reputation of the school.

Please refer to the 'School Uniform Policy' for the school rules on appearance and uniform as well as action which may be taken if pupils fail to comply with them. Any breaches to these rules may also result in sanctions (section f) being imposed which are outlined in this policy.

The school rules are based on three principles:

BE PREPARED TO LEARN

Be well presented in full school uniform

Be punctual to lessons – line up quietly outside the classroom

Put your equipment and planner on the desk at the start of the lesson



Follow the teacher's instructions
Participate in lessons to the best of your ability
Write homework in your planner clearly
Mobile phones must **not** be seen, heard or used

RESPECT EACH OTHER

Be polite to each other and to members of staff
Do **not** use foul language
Listen carefully in lessons and do not distract others
Do **not** 'call out'
Do not handle the property of others' without their permission
Walk sensibly on the **left-hand** side - give way to members of staff and visitors
Do **not** loiter in the corridors

RESPECT OUR SCHOOL

Do **not** bring in disposable plastic bottles
Do **not** litter
Do **not** eat anywhere except the dining hall
Do **not** chew gum
Do **not** enter areas which are 'out of bound'
*Pupils can bring in reusable/refillable bottles/flasks from home which can be filled with tap water from the dispensers provided.

The following types of behaviour are classified as SERIOUS MISCONDUCT:

Theft
Cheating or plagiarism
Graffiti, damage or vandalism of property belonging to the school or another
Bullying
Racist language or behaviour
Physical fighting
Bringing any banned item to school
Abusive, aggressive or challenging behaviour towards a member of staff
Inappropriate use of any electronic device
Truancing
Smoking

LIST OF BANNED ITEMS:

Weapons e.g. knives or blades
Tobacco products e.g. cigarettes including E-cigarettes
Shisha pens
Lighters and matches



Alcohol
Illegal drugs
“Legal High” substances
Aerosol cans or sprays of any description e.g. deodorant
Fireworks
Pornographic images of any kind (including images on electronic devices)
Laser pens
Solvent based products e.g. correcting fluid
Any item that has been, or is likely to be, used to cause injury, damage to property or commit an offence

A pupil or a pupil’s possessions may be searched with or without his consent if there are reasonable grounds to suspect that he has a banned item from this list. However, force can only be used to search for a prohibited item (section o).

d) IMPLEMENTATION OF BEHAVIOUR & DISCIPLINE POLICY:

The school rules will be amended from time to time and apply to all pupils at all times when they are at school, representing the school and/or wearing school uniform in or outside the school premises – this includes travelling to and from school.

- Regular meetings (staff, pastoral, SLT) involving staff are planned throughout the academic year to discuss issues relating to behaviour.
- School rules will be clearly displayed in the pupils’ planners and around the school. They will also be reinforced at every opportunity in our daily routine including:
Whole School and Special Assemblies
Form time
PSHCE sessions
SMSC Enrichment Days
- Regular discussions are planned between pupils and form tutors during form time to reinforce the school rules.
- Relevant information will be relayed to all staff efficiently,
- It may be appropriate to contact outside agencies including a pupil’s previous school who displays disruptive behaviour,
- Key Stage Coordinator will need to be informed when staff would like to involve parents in discipline issues,
- Opportunities such as assemblies, prayer times and Friday sermons, are taken to remind pupils of the expectation of the school,



- Meetings with Prefects and the School Council are used to gather feedback from pupils and their opinions with regards to the behavioural procedures and the school's approach to promoting positive behaviour patterns,
- Weekly review of behaviour by the pastoral team are planned

Please refer to written guidance given to all staff titled 'Behaviour Management System'.

Pupils will also be familiarised with the school policies, regulations and procedures (in addition to the school rules) which they are expected to follow at all times. These include:

- Sign in at reception when arriving late for registration,
- Not leave the school premises without signing out and unless permission has been granted,
- Have planner signed by parent/guardian every week,
- Wear appropriate footwear (not school shoes) on the Astro turf pitch.

e) **REWARDS:**

- Rewards are given to motivate and encourage pupils to develop positive working habits, attitudes and behaviour. The rewards system is also used to recognise high levels of attendance in school.
- Teachers are expected to apply rewards and sanctions consistently and fairly.
- Staff may use their own rewards system within their classroom to promote positive behaviour.

All rewards will be issued fairly and consistently in accordance with the school's Equal Opportunities Policy. The school rewards system should be used appropriately to promote positive attitudes and behaviour and to recognise contribution to the school community:

- **Verbal praise** by all staff
- **Annual Reward Trip** – pupils who have achieved a high level of attendance and have maintained good conduct throughout the year are invited
- **Merits System** – merits are awarded for effort and achievement in subjects:

20 merits	-	Postcard sent home
50 merits	-	Bronze award (certificate)
75 merits	-	Silver award (certificate)
100 merits	-	Gold award (certificate)
150 merits	-	Head teacher's Award (badge)
200 merits	-	Trustee's Award (badge)

Pupils are also able to exchange their merits for items from the 'Merit Shop' as well as small privileges.



- **House System** – this is used to promote responsibility, accountability and working collectively as a team to achieve the desired goals. The House System also recognises personal achievements of pupils and rewards them with House points which also benefit the House to which they belong. Activities and events are organised to enable pupils to gain ‘House points’ such as:
Sports Day
House quizzes during form time every fortnight
Charity Days
- **Prefects System** – the selection process for year 10 and 11 pupils as ‘prefects’ is based upon excellent standards in behaviour, attitude and conduct – this is a highly regarded position and the selection process encourages pupils to behave as positive role models to other pupils.

Opportunities to reward pupils:

Lessons

Form time

Celebration/Whole School/House Assemblies

Annual Presentation Evenings

Special events such as Sports Day, Charity Days, etc

f) **SANCTIONS**

All sanctions will be issued fairly and consistently in accordance with the school’s ‘Equal Opportunities’ Policy.

- The school’s pastoral system is to encourage pupils to take responsibility for their own actions and to support positive behaviour modification.
- There are a range of sanctions which may be issued to pupils who breach the school rules, procedures and policies in relation to discipline. They should be applied when it is necessary to show disapproval of unacceptable behaviour.
- Teachers are expected to deal appropriately with unacceptable behaviour and it is the duty of all staff to ensure the highest standards of behaviour at all times. There may be slight variations in staff tolerance of pupil behaviour which may depend upon the nature of the lesson and the class. However, the school’s behaviour and discipline policy needs to be followed to ensure consistency and fairness.
- The sanctions issued by the school will NOT be degrading or humiliating.
- When deciding upon the appropriate sanction, it is necessary to consider how any action or inaction may affect the welfare of the pupil(s) involved, the welfare of other pupils and the impact on the whole school community.



IN ACCORDANCE WITH THE LAW, CORPORAL PUNISHMENT IS NOT ALLOWED.

Forms of sanctions:

Unsatisfactory behaviour:

Withdrawal of free time,
 Separation from peers/Seating plan,
 Removal of privileges,
 After school detention (15 or 30 minutes),
 After School Key Stage Coordinator detention (1 hour),
 Appropriate form of daily report,
 Reporting to the Key Stage Coordinator at break and/or lunch time

Serious Misconduct ONLY:

Internal isolation,
 Fixed term exclusion,
 Permanent exclusion,
 Permanent removal from the school

Unsatisfactory completion of classwork:

Pupil is required to repeat work,
 Break or lunch 'catch up' session to complete work,
 One-to-one support for pupils who are experiencing difficulties with the work - additional learning support may be requested by the teacher,

Failure to hand in homework:

The following procedure is used:

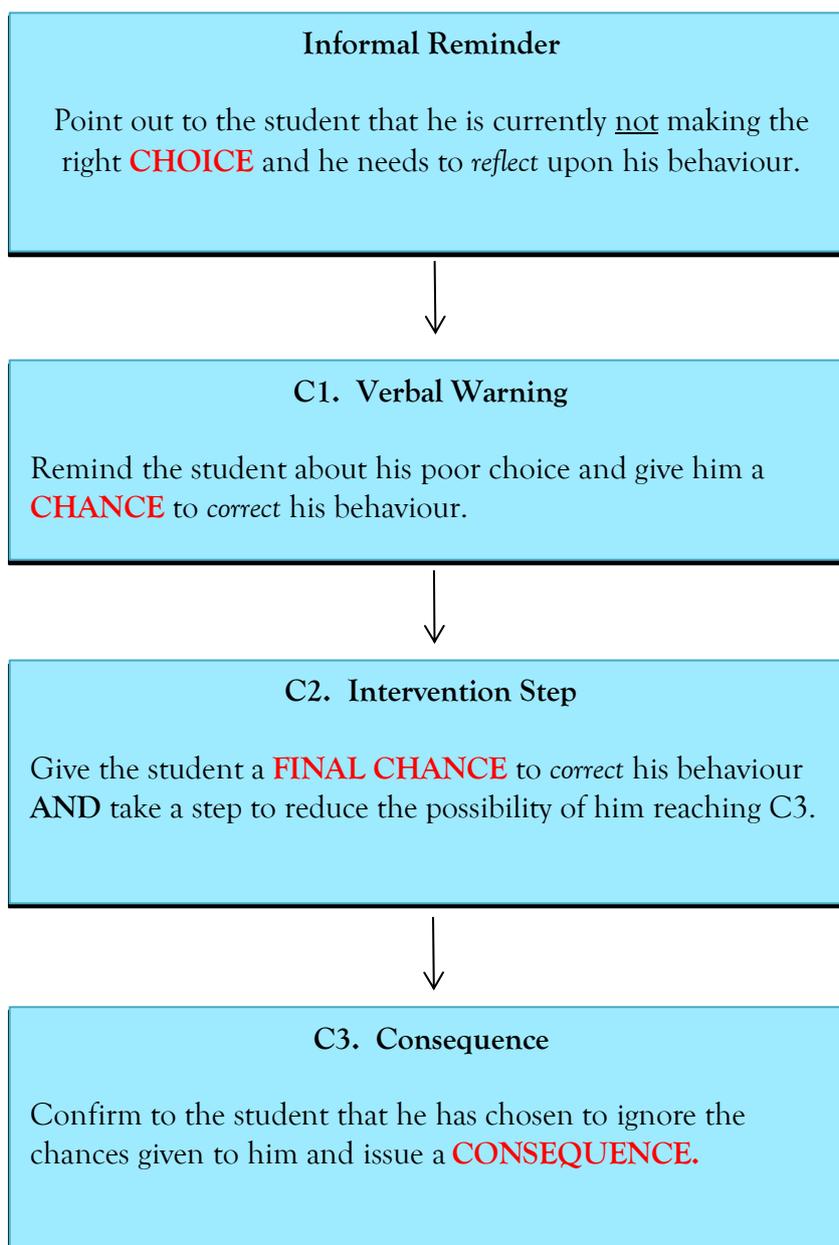
CODE	REASON	SANCTION
H1	1 st homework missing	Warning with a chance to complete the homework by a specified date e.g. by the following morning or next lesson. OR Pupil to complete homework in a 'catch up' session arranged by the subject teacher.
H2	2 nd homework missing OR Failure to attend 'catch up' session	<u>15 minutes</u> detention after school.
H3	3 rd homework missing	<u>30 minutes</u> detention after school. AND Parents/carers to be contacted by form tutor to: <ul style="list-style-type: none"> - Establish reasons for the continuous failure to complete homework on time, - Emphasise the seriousness of the matter. (Next time, it will be referred to KSC).



H4 Key Stage Referral	4 th homework missing	Parents will be contacted and the most appropriate course of action will be decided by the form tutor and Key Stage Coordinator e.g. pupil may be placed on a subject or form tutor report with a target to complete homework on time.
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g) DEALING WITH INCIDENTS OF BEHAVIOUR & DISCIPLINE:

A system of 'Choices, Chances and Consequences' will be used:



A 'C3 slip' should be used to enable unacceptable behaviour to be recorded and monitored by the pastoral team. Staff may also be advised of the most suitable sanction to impose.



Teachers are expected maintain good discipline both in and out of the classroom and challenge breaches of the school rules, for example, incorrect uniform. Any sanctions given will form part of the pupil's permanent disciplinary record.

A serious breach of discipline should be referred to the Key Stage Coordinator who will take action and inform the member of the Senior Leadership Team who oversees pastoral and the Head teacher. Parents will be contacted and usually invited into school to discuss the situation.

For any incident identified as 'Serious Misconduct', a member of the Pastoral Team or Senior Leadership Team should be informed immediately who will then take action. The Head teacher will then be advised to act accordingly.

Key Stage Coordinators will inform form tutors of incidents of misbehaviour. They may also share behavioural and/or work related issues with the form tutors if their involvement is deemed beneficial. Strategies to improve behaviour and working habits will be discussed.

h) FIXED-TERM EXCLUSIONS:

A pupil may be 'excluded for a specific number of days' as a result of a case of serious misconduct OR persistent misbehaviour and breach of the school rules.

- When the period of exclusion has completed, parents will be required to accompany their son to school and attend a meeting with the Head teacher and a member of the Pastoral Team.
- The pupil will be placed on report in order to monitor his behaviour upon his return to school. Support and advice will be given to the pupil to correct his behaviour and to avoid a further breach of the school rules.
- Guidance and strategies for staff on how to support the pupil for positive behaviour modification will be shared as appropriate.
- The pupil will also be expected to catch up with missed work and he will be supported in doing so.

i) PARENTAL INVOLVEMENT:

The school aims to strengthen the **home-school partnership** in order to support pupils and work closely together in their best interest. The points of contact in school will be made clear to parents should they wish to discuss any issues or raise any concerns which they may have.

- Parents will be encouraged to be involved in the promotion of good behaviour and positive working habits and to also support the school rules.



- Parents will be contacted to discuss any issue of behaviour or discipline if it is considered appropriate to do so. They will also be informed of any disciplinary action taken.
- When there is a serious concern, parents will be involved in the correction process. Pupils will be made aware that contact with parents is in itself a serious sanction and this may act as a deterrent.

j) **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES:**

The school will make reasonable adjustments to manage behaviour for pupils with special educational needs or disabilities in accordance with the Equality Act 2010.

A pupil will not be faced with disciplinary action if he fails to meet the school's requirements as a direct consequence of his disability.

If there is a concern that a pupil's behaviour is as a result of his special educational needs not being met, SENCO will be contacted for advice, guidance and to provide strategies to support the pupil. Please refer to 'Special Educational Needs and Disabilities' policy.

If there is a concern that a pupil's behaviour is deemed a safeguarding concern, the school's procedures for 'Safeguarding & Child Protection' will be followed. Please refer to 'Safeguarding & Child Protection' policy.

k) **RECORD KEEPING:**

All sanctions given and homework referrals are recorded on the School Information Management System (SIMS). The details included are the name of the pupil concerned, date of referral, the reason for the referral / nature of incident, details of sanction imposed and by whom.

C3 and homework referrals are recorded by Pastoral Secretary
Key Stage referrals are recorded by Key Stage Coordinator

A separate register is maintained for the following:

- Sanctions for serious misconduct
- Incidents of bullying (see Anti Bullying Policy)
- Incidents involving the use of force
- Incidents of racism



l) **PROCEDURE FOR PERMANENT EXCLUSION, REMOVAL AND APPEAL:**

For cases of 'Serious Misconduct', the Head teacher needs to be informed. He will be expected to act fairly and reach a decision based upon the evidence provided on a case-by-case basis. He may decide to permanently exclude or remove a pupil as a last resort only.

Permanent Exclusion:

For a very grave breach of school discipline or a serious criminal offence, a pupil may be permanently excluded from the school. This outcome is reserved for the 'most' serious cases of behaviour and discipline.

Removal:

After consultation with the parents, the Head teacher may decide upon the removal of a pupil from the school if he has concluded that:

- This is the most appropriate sanction for a very serious breach of the school rules.
- The pupil has committed several breaches of the school rules and all of the actions taken by the school have **not** resulted in positive behaviour modification.

Appeals:

A pupil or his parents may request a Governors' review of the Head teacher's decision to exclude or remove a pupil. The review procedures will be supplied to parents on request at the time of the original decision.

m) **MALICIOUS ALLEGATIONS AGAINST STAFF:**

In accordance with Part 4 of the DfE guidance for *Keeping Children Safe in Education (2016)*, the School will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

Where a pupil makes a malicious accusation against a member of staff, the Head teacher will consider whether to take disciplinary action in accordance with this policy.

Where a parent has made a malicious allegation, the Head teacher will consider whether to require that parent to withdraw their child or children from the school on the basis that they have treated the school or a member of staff unreasonably and compromised the trust between the parent and the school.

n) **USE OF REASONABLE FORCE:**

See the school's 'Use of Reasonable Force' policy which has been produced in accordance with DfE guidance for *Use of Reasonable Force in Schools (July 2013)* and *Screening, Searching and Confiscation (February 2014)*.



Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force may be used to prevent a pupil from:

- Committing a criminal offence
- Hurting himself or others inside or outside the classroom
- Causing damage to their own or another person's property
- Engaging in any behaviour which leads to disorder

In these circumstances, force may be used to:

- Control a pupil or to restrain a pupil, for example, if he is at risk of harming himself or another individual,
- Prevent a pupil leaving a classroom which would then risk his safety or lead to behaviour that disrupts the behaviour of others,
- Conduct a search for a **prohibited** item.

Please refer to 'Searching, Screening and Confiscation' Policy and 'Use of Reasonable Force' Policy.

FORCE IS NEVER USED AS A FORM OF PUNISHMENT.

The needs of individual pupils will be considered when deciding whether reasonable force should be applied. Reasonable adjustments will be made for pupils with special educational needs or disabilities.

Where reasonable force is used by staff, this will be recorded in writing and the pupil's parents/carers will be informed about serious incidents involving the use of force.

o) SEARCHING PUPILS:

Please refer to the school's 'Searching, Screening & Confiscation' policy which has been produced in accordance with DfE guidance for *Screening, Searching and Confiscation (February 2014)* and *Use of Reasonable Force in Schools (July 2013)*.

Staff should first question a pupil and if appropriate, request that the pupil surrenders the item. If this is unsuccessful, the pupil should first be given the opportunity to consent to a search before finally undergoing a search without consent, if this is considered safe to do so.

Search with consent:

Staff may search a pupil with their consent for any item.

If a member of staff suspects that a pupil has a stolen or banned item in his possession, they can instruct the pupil to 'turn out' his pockets or bag. If the pupil refuses, appropriate sanctions will be applied in accordance with this policy.

Search without consent:

This should be seen as a 'last resort' and only used if other options have been exhausted.



The Head teacher and authorised staff may search a pupil or a pupil's possessions, without his consent, where they have reasonable grounds for suspecting that a pupil has a 'banned item' listed in section C.

Force can only be used to search for a PROHIBITED ITEM from the list below:

Weapons e.g. knives or blades
Tobacco products e.g. cigarettes including E-cigarettes
Lighters and matches
Alcohol
Illegal drugs
“Legal High” substances
Fireworks
Pornographic images of any kind (including images on electronic devices)
Any item that has been, or is likely to be, used to cause injury, damage to property or commit an offence

p) **CONFISCATION OF ITEMS:**

Please refer to the school's 'Searching, Screening & Confiscation' policy which has been produced in accordance with DfE guidance for *Screening, Searching and Confiscation (February 2014)* and the 'School Uniform' policy.

- School staff can confiscate any item, however found, which is considered harmful or detrimental to the school discipline. This includes a mobile phone which is seen, heard or used.
- A pupil can be asked to remove any outer garment or item not accepted as part of the school uniform and it can be confiscated until the end of the day.

References:

Any action will be taken in accordance with DfE guidance for:

Behaviour and Discipline in Schools (January 2016)
Preventing and Tackling Bullying (July 2017)
Screening, Searching and Confiscation (February 2014)
Using Reasonable Force (July 2013)
Keeping Children Safe in Education (2016)