



# St Julie's Catholic High School Behaviour for Learning Policy

<b>Reviewed and amended by:</b> Mr C Willis, Deputy Headteacher KS4/KS	<b>Formally approved by</b> Governors' Policy Committee	<b>Review Date</b>	Page 1 of 27
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**As a Notre Dame School we work by the guiding principles of the Sisters of Notre Dame de Namur.**

The Mission Statement of St Julie's Catholic High School is central to any actions taken regarding Behaviour for Learning and our interaction with the students in our care. It provides a values-based direction for decisions and activities so that the learning community continues to express the spirituality and mission of the Sisters of Notre Dame de Namur.

### **Mission statement of St Julie's Catholic High School**

*We aim to be a Catholic learning community:*

- Which respects and embraces the diversity of all God's people
- Where opportunities allow for all individuals to discover their potential and to develop and share their unique talents
- Where friendship and enjoyment are experienced by all and a welcome is offered to all who visit
- Which provides all with a safe and secure environment
- Where faith, prayer and reflection are visible in word and in action
- Which takes good care of God's world and all who inhabit it, especially the poor and disadvantaged
- Where fairness, care and compassion are central to life

### **Equal Opportunities**

The school will seek to treat all students and staff in a fair manner when implementing the Behaviour for Learning Policy, in line with the SEND policy 2014.

### **Staff Responsibilities**

*It is the responsibility of every adult working as a member of staff at St Julie's Catholic High School to support our students to maintain high standards of behaviour and to apply sanctions and rewards as appropriate and necessary. This applies both in and out of the classroom.*

*It is essential that all staff act as exemplary role models to the students and act consistently with school policy and the values upheld by the school.*

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### **Rewards and Praise**

We will focus on students' positive behaviour and "*catch them being good*". All staff will use praise and encouragement through verbal or written praise, for example - postcards of praise to be sent home to parents; achievement certificates or the awarding of merits and commendations where appropriate. Merits are used to promote good to outstanding behaviour, attendance and punctuality. Commendations will be awarded to students who excel in different areas of school life and will carry a number of merits.

### **Behaviour Management Expectations**

#### **During all lessons**

- Standards and expectations must be clearly and consistently applied.
- Good behaviour is the responsibility of the teacher in charge of the class and they are to use rewards and sanctions to promote good behaviour.
- If the consequence system has been applied but the learning of the class continues to be disrupted it may be necessary to move the student from the classroom. For safeguarding reasons do not leave a student standing outside a classroom for any length of time save for a very short (one minute) cooling off period after which the teacher will speak to them to ascertain if they are ready to return to the class.
- Agreed strategies are applied for each lesson as to where a teacher will send any potentially disruptive student. An agreed member of staff within the Department receives students sent out. It is the responsibility of Curriculum Leaders to organise the 'buddy' system in their departments.
- Any student sent out of class must meet with their class teacher prior to returning to the following lesson in that subject. This may be a short conversation at the end of the lesson or may require the mediation of the Curriculum Leader and teacher and student at another time. Sanctions to be agreed as appropriate according to the school's Behaviour for Learning Policy.

#### **Mental Health**

Staff need to be mindful that some students experience mental health problems and cannot necessarily control their behaviour as we expect. If staff are concerned about the behaviour of a child, they must speak to the Progress Leader for advice and to see if there are any underlying issues that need to be considered.

#### **Additional Support**

Additional support is in place through the KS3 and KS4 Learning Coaches who will provide in-class support with a focus on those students who are receiving a number of negative Eportals. Referrals will come through Progress Leaders and will consist of Behaviour Walks and therapeutic support based on student observations in class and pastoral information that is available in school. Underpinning this approach to supporting positive behaviour is a member of staff who is a trained counsellor who is also a Cognitive Behavioural Therapist and has developed a 4 week programme that targets students who are most at risk.

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## **Expectations for all staff**

### **The Senior Progress Leader will:**

- Set expectations through leading on, supporting and communicating the school's Catholic mission, including supporting and monitoring daily collective worship
- Set the standards expected within all year groups, and ensure high standards of behaviour, uniform and conduct
- Set expectations through assemblies, leading on curriculum talks, contributing to parents' events, discussions with colleagues and contributions to publicity materials
- Oversee and monitor the quality of pastoral support and the use of data to plan and review pastoral support
- Set expectations and agree targets for expected standards through individual meetings with students, parents, colleagues and outside agencies
- Analyse and lead on the data to monitor individual students/groups of students/performance
- Ensuring the development and implementation of appropriate intervention and coordinating the work of teachers and support staff with individual students and with groups
- Meet with the Headteacher, Leadership team, other curriculum and pastoral leaders and individual staff to agree challenging targets for individual students and groups.

### **Curriculum Leaders are to:**

- act as a role model to their department and students to ensure that all within the department are following the expected school policy regarding Behaviour for Learning and are applying rewards and sanctions with consistency and recording events on eportal.
- offer feedback and advice to colleagues experiencing difficulty with the behaviour of students. If necessary they will recommend CPD and will raise issues through alignment.
- support teachers in their Curriculum area if learning is being disrupted and classroom strategies have not worked, although teachers are responsible for the behaviour in their classrooms
- Have in place a buddy system, where teachers have an active strategy of which teacher to send persistently disruptive students to if the need arises. To be monitored by the Curriculum Leader.
- ensure that in cases where students need to be removed from classrooms there is a process of mediation with the students and class teacher prior to the students returning to the classroom.
- contact parents where there are cases of persistent poor behaviour and will also liaise with the student's Progress Leader.
- instrumental in making decisions, following recommendations from other colleagues, as to which students will need to move to the next level of sanctions.
- lead detentions on a rota basis.

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### Progress Leaders will:

- Be responsible for ensuring that members of their tutor team are applying rewards and sanctions with consistency and fairness and recording events on eportal, as well as challenging students with poor attendance, punctuality and who exhibit challenging behaviour.
- visit form bases on a regular basis and support their Year teams.
- lead detentions on a rota basis.
- contact and meet with parents of students posing a persistent behavioural problem. They will liaise with Curriculum Leaders were poor behaviour is noted across several subject areas.

### Form Tutors:

- Have a key role in establishing and maintaining routines and beginning the school day with a clear indication to students of the standards of dress and behaviour expected.
- will induct students in the standards of behaviour and dress expected and guide students in school procedures. They will give guidance to students throughout the school year.
- will monitor eportal records and act accordingly with either praise or sanctions.
- must give guidance and support to those students whose behaviour is challenging.
- will be instrumental in dealing with minor infringements while at the same time providing a supportive atmosphere in which students are recognised as individuals.
- are to be responsible for contacting the parents of students who are persistently in detention for minor infringements. In the first instance they are to liaise with Progress Leaders.
- are to make recommendations to their Progress Leaders as to students who need to progress to the next level of sanctions.
- will check and sign absence notes. It is the responsibility of the Form Tutor to immediately communicate information they receive to the Progress Leader if deemed to be of importance and if other staff need to be made aware. Similarly, if a student passes a note to their Form Tutor that requests time to attend a personal related matter, for example, a Family funeral, then the tutor must immediately liaise with the Progress Leader to prevent the student having to go to several members of staff with the same information, (or the Form Tutor will direct the student to go to the appropriate member of staff with the request etc).

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## Teachers

**Teachers are bound by the DFE Teachers Standards and as such it is their responsibility in managing behaviour to:**

### **Set high expectations which inspire, motivate and challenge students**

- establishing a safe and stimulating environment for students, rooted in mutual respect
- demonstrating consistently the positive attitudes, values and behaviour which are expected of students.

### **Adapt teaching to respond to the strengths and needs of all students and to**

- know when and how to differentiate appropriately, using approaches which enable students to be taught effectively.
- have a secure understanding of how a range of factors can inhibit students' ability to learn, and how best to overcome these.

### **Teachers must also effectively ensure a positive and safe learning environment by having:**

- Clear rules and routines for behaviour in classrooms and around the school, taking responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.
- High expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Approaches to classroom management which are appropriate to students' needs in order to involve and motivate them maintain a good relationships with students, exercise appropriate authority, and act decisively when necessary.

## Leadership Team

**All members of the Leadership Team are to:**

- Be on duty each morning at the entrance to the school and in the Dining Rooms to monitor, challenge and support all students as they enter the school and manage their departure at the end of the school day.
- Act as role models to their colleagues and students and ensure that all are following the expected school policy regarding Behaviour for Learning and are applying rewards and sanctions with consistency and recording events on eportal.
- Offer support and advice to colleagues experiencing difficulty with the behaviour of students. If necessary they will recommend CPD and will raise issues through alignment.
- Provide appropriate support to colleagues and be available to deal with serious infringements where all else has failed within the departmental or Pastoral Behaviour Management systems.
- Lead on strategies to develop effective whole school Behaviour for Learning policy and systems, monitoring the effectiveness of school systems on a regular basis and involving students and staff.
- Supervise Senior Leadership detentions every Friday from 3.15 to 4.15 pm.

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### Support Staff

Support staff are expected to follow the school's Behaviour for Learning policy and to intervene with any examples of poor behaviour or infringements of rules outside the classroom, taking responsibility for ensuring that events are recorded on eportal and to liaise with the appropriate member of staff. In the case of minor infringements outside the classroom, this will be the tutor. For more major infringements, the Progress Leader of the student concerned. Support staff are expected to be role models for the students and to act in a professional manner at all times.

### Student responsibilities

All students are expected to conform to the school rules and to show respect to all staff at all times. All students have signed the Home-School Agreement and have therefore committed, along with their family, to "*Support the school ethos and mission statement*" and "*Follow all school rules...*"

'Students who do not conform to school rules will be disadvantaging themselves and others from learning. In such cases students will face a consequence as outlined in this policy. Any student found to have made (false) malicious allegations against a member of staff will face a Disciplinary Committee chaired by the Headteacher and a member of the Governing Body plus any other appropriate member of staff.

### Responsibility of Parents

Parents have a clear role in making sure their child is well behaved and the school expects them to:

- Take responsibility for their child, if excluded, and ensure that they are not in a public place without good reason during school hours within the first five school days of any exclusion. If they do not, the school or local authority may issue a fixed penalty fine.
- Ensure that their child attends suitable full time education provided by the school or local authority from the sixth day of exclusion. If they do not, the school or local authority may issue a penalty or the local authority may prosecute them.
- Attend a reintegration interview following any fixed period exclusion in order to discuss the incident(s) that led to the exclusion and to ensure that the student and parent understand the seriousness of the situation and the school procedure if improved behaviour is not forthcoming.

### CCTV in School

CCTV and school cameras can be used to record behaviour incidents and to assist in identification. It is available to be shown only and not to be taken away. Any viewing of CCTV images must be done in the Information Services Office. These images will only be used for these purposes and will not be shared with anyone other than those delegated to investigate the incident. Images will be deleted from the CCTV system once their purpose has been served. If on reviewing CCTV it is suspected there may have been a breach of the law school reserves the right to share images with Police and other relevant authorities.

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### **Confiscation procedure**

The school reserves the right to confiscate the property of students who contravene school rules with the understanding that the property will be kept in a secure location, clearly marked with the name and form of the student and will be returned to the student or parent as appropriate. We do not seek to permanently confiscate items and have limited storage for them.

Staff will give students a time to collect their confiscated items, which will vary according to the number of warnings and previous confiscations issued for items such as mobile phones or jewellery. If items have not been collected by the end of the school year the school may donate them to charity.

Mobile phones and other electronic devices can capture images, both still and video, and transmit received messages. As such, the school will not allow such items to be used at all on school premises for reasons of safety and to support our antibullying and safeguarding procedures. Any student capturing and/or sending messages will have their phone confiscated and investigated to ensure the content of such devices is not of an inappropriate nature. These are the terms by which we allow mobile phones to be brought on to our premises and it is our intention, by way of this policy, to protect both students and staff whilst on our premises.

The school does not promote the use or carrying of mobile phones. However, we recognise that some parents gain comfort from the knowledge that their daughter/son has use of a mobile phone when travelling to and from school. Therefore, the school accepts that students may have mobile phones in school but insists that these must be switched off upon arrival on school premises and stored out of sight at **all** times during the day. They should only be taken out and switched on upon leaving school premises. Additionally, mobile phones and other electronic devices are not the responsibility of the school and the school has no obligation to store or protect such items. As such, we cannot be held responsible for loss, theft or damage of these items howsoever caused.

Mobile phones will be confiscated if seen by staff anywhere on school premises, regardless of whether they are switched on or not. They will be passed to the main school office and should be collected at the end of the day after 3.30 pm. The school office closes at 4.30pm. If students do not collect items at the time requested they will have to wait until the end of the following day. We do not seek to permanently confiscate items and have limited storage for them.

Students who refuse to cooperate when staff ask for items to be confiscated will be passed to the Progress Leader and will be sanctioned. In some cases they will be referred to a member of the Senior Leadership Team. Refusal to co-operate with any member of school staff is a serious offence and sanctions may range from detention to exclusion.

If students are found to have any illegal items such as drugs or weapons the Local Authority and police will be informed. Cigarettes and alcohol, illegal to under 18s, will be destroyed if

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found on students. Parents will be interviewed alongside the student and sanctions may include exclusion.

Staff will conduct searches of student belongings if there is good reason. The school has a legal requirement to search property without student or parental permission if it is suspected that dangerous items such as weapons, drugs, fireworks, lighters or other dangerous items have been brought into school. The necessary search will be conducted in private by senior staff with two members of staff present.

### **Exclusions**

In the case of serious or persistent infringements of the school's behaviour expectations, the Headteacher will issue a fixed period exclusion. Parents will be informed in writing of the time of the exclusion and of their right to appeal if they wish to do so. In extreme cases the Headteacher may make recommendations to the Governing Body that a student is permanently excluded from the school.

Exclusions may be for a **fixed period of up to 45 days** in a school year or **permanent**.

- *If a student is excluded, a letter will be sent to the parent/carer informing them of the reason for exclusion with advice on contacting the Education Welfare Service and appeals procedure when relevant.*
- *If a fixed period exclusion is for five days or less, the school will provide work for the student to complete.*
- *If the exclusion is for more than five days, then the school will provide work for the first five days of the exclusion, then from the sixth day until the expiry of the exclusion, the school should provide suitable full-time education with an alternative provider.*
- *Parents/carers will be informed of when they may collect the work.*

On return to school, parents will be invited to come with the student to discuss future support and monitoring.

**Fixed Period Exclusion** will be used in response to serious breaches of the school's Behaviour Policy.

Students may be excluded for involvement in:

- Vandalism
- Fighting
- Verbal or physical abuse of another student (bullying) including cyber-bullying in school or outside school hours
- For verbal or physical abuse of another student when travelling to or from school
- Verbal abuse of a member of staff
- Trespassing
- Legal or illegal harmful substances
- Persistent failure to complete work adequately

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- Persistent failure to wear the correct uniform
- Bringing the school into disrepute
- Unacceptable behaviour
- Defiance of the school rules
- Defiance to a member of staff (non-co-operation with reasonable instructions)

**Permanent Exclusion** may be used for:

- Persistent repetition of the above breaches of the school's Behaviour Policy
- Any form of racist attack or harassment
- Supplying, possessing or using legal/illegal substances on school premises, ie. alcohol, solvents, illegal drugs
- Actual or serious threat of an attack or assault by a student on another student (including going to and from school)
- Physical assault on a member of staff
- Arson, or
- Any incident that the school considers serious enough to warrant permanent exclusion

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## **DEALING WITH DRUG RELATED INCIDENTS**

### **BRINGING DRUGS INTO SCHOOL MEETS THE CRITERIA FOR PERMANENT EXCLUSION**

The school has a role in drug prevention and education and provides information and guidance about drug education, as well as having procedures in place to respond to any drug-related incident.

The school ensures that all staff are confident and knowledgeable about drug education and students receive up to date, relevant and accurate information through the PSHE programme and Assemblies.

There are clear procedures for responding to, and managing, drug-related incidents. Sanctions for incidents will be consistent with the school's behaviour policy. These procedures form part of the PSHE, medicines, health and safety, SEN and behaviour policies. The procedure applies at all times to the school premises, also transport to and from school as well as school visits/trips/fieldwork/residentials etc.

The school definition of "drugs" are those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs, and also illegal drugs such as cannabis, ecstasy and amphetamines.

The possession and/or use of such drugs in school, during the school day, if on a school trip, fieldwork or while travelling to or from school is unacceptable. The drugs/substances are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, *or* while students are on school visits. Individual exceptions may be made for students who require prescription medicines where appropriate and only upon receipt of a written request by parents.

The school provides a planned drug education curriculum through its PSHE programme.

On the whole it is teachers who deliver the programme but, where appropriate, outside visitors may make a contribution. Such visitors will be used in a planned way and be their contributions evaluated. Teachers have access to on-going advice, support and training as part of their own professional development. The school actively cooperates with agencies such as the LA, police, health and drug agencies.

All staff dealing with substance issues are adequately supported and given training to deal with such issues.

Where it is suspected that substances are being sold on the premises, details regarding those involved, as well as much information as possible, will be passed to the police.

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Any medical emergencies will be dealt by the Head of each key stage.

In cases of substance use/misuse or supply on the premises, during the school day or during school visits etc, the case will be discussed with the young person and a written record taken. Parents/carers will be informed by the Head of the Key stage as soon as possible. The support of outside agencies will be sought and students will be required to receive appropriate advice and guidance.

If a young person admits to using or supplying substances off the premises the Safer Schools Police Officer will be informed.

**Students who are found to be involved in incidents relating to drug use, as outlined in this section, will be dealt with under the school's Behaviour policy. Please note that such involvement with drugs, meets the criteria for Permanent Exclusion from this school.**

### **Bullying**

Any student engaging in bullying behaviour will be dealt with severely by the school under its separate Anti-bullying Policy.

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## RESTRAINT OF STUDENTS

### Rationale

All members of school staff have a legal power to use reasonable force. This power applies to any member of staff at the school. It can also apply to people whom the headteacher has temporarily put in charge of students such as unpaid volunteers or parents accompanying students on a school organised visit. This power is taken from Section 93, Education and Inspections Act 2006 which supports other legislation such as :

- Section 550A of the Education Act 1996.
- DfEE Circular 10/98 and Welsh Office Circular 37 / 98; The Use of Force to Control or Restrain Students; and
- Guidance on the Use of Restrictive Physical Interventions for Staff Working with Children and Adults who Display Extreme Behaviour in Association with learning Disability and for Autistic Spectrum Disorders" (July 2002).
- Guidance on the Use of Restrictive Physical Interventions for Students with Severe Behavioural Difficulties, 2003
- Education and Inspections Act, 2006
- Use of reasonable force: Advice for headteachers, staff and governing bodies, July 2013, DfE

### Guidelines

1. The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with students.
2. Force is usually used either to control or restrain. This can range from guiding a student to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.
3. 'Reasonable in the circumstances' means using no more force than is needed.
4. As mentioned above, schools generally use force to control students and to restrain them. Control means either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of a classroom.
5. Restraint means to hold back physically or to bring a student under control. It is typically used in more extreme circumstances, for example when two students are fighting and refuse to separate without physical intervention.
6. School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the student.

You must not use physical force to punish students. Corporal punishment is banned in all schools. Force should not be used except in self-defence or an emergency, where school staff might have to react quickly to prevent injury. You should be aware that your actions must be considered and appropriate; using excessive force in a situation where it is not

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appropriate can result in disciplinary action or criminal charges.

Schools can use reasonable force to:

- remove disruptive children from the classroom or other area in school where they have refused to follow an instruction to do so;
- prevent a student behaving in a way that disrupts a school event or a school trip or visit;
- prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a student from attacking a member of staff or another student, or to stop a fight in school; and
- restrain a student at risk of harming themselves through physical outbursts

Circular 10/98 (para. 21) suggests reasonable physical interventions might be physically interposing between students, blocking a student's path, holding, pushing or pulling, leading a student by the hand or arm, shepherding a student away by placing a hand in the centre of the back, or (in extreme circumstances) using more restrictive holds.

All staff involved in an incident requiring physical restraint complete an incident report form available from the Safeguarding Team.

The school records all incidents involving physical restraint in writing at the time including:

- The names of everyone involved, time and place and names of any other witnesses
- How the incident began and progressed with details of behaviour
- What everyone said, as near as possible
- What steps are taken to diffuse the situation
- The degree of physical restraint used, how applied and for how long
- The student's response
- The outcome
- Details of any injury and of any damage to property

Steps should be taken by the appropriate person (Deputy Headteacher/Assistant Headteacher) to ensure all parents/carers are informed immediately, orally or in writing and give them a chance to discuss the incident

All staff at St Julie's Catholic High School should not:

- Hold around the neck
- Restrict a student's ability to breathe
- Slap, Punch or Kick
- Twist or force limbs against a joint
- Hold or pull by the hair or ear
- Hold facedown on the ground
- Touch in a way that might be considered indecent

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- Use any other physical contact deemed to be unreasonable

### Supplementary Advice

In addition to the general power to use reasonable force described above, headteachers and authorised staff can use such force as is reasonable given the circumstances to conduct a search for the following “prohibited items”:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

Force cannot be used to search for items banned under the school rules.

### Supportive Contact

There are times in a non-restraint context when physical contact between a student and a member of staff may be deemed to be appropriate. These situations will be in a caring context when students need reassurance and support.

It is important that the member of staff assesses the “reasonableness” of their actions taking the following into account:

The age of the student

The severity of the distress of the student

The knowledge of the individual child the relationship that exists between the member of staff and the student

As with physical contact with students the level of contact used should be the minimum necessary to achieve the desired outcome.

Due care needs to be taken to ensure that this supportive contact is agreed and open with the circumstances in which this takes place are clear to all concerned.

The above assessments would equally apply to those situations that demand that a member of staff assist a child in their care.

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## Appendix 1

### Merits and Commendations

To ensure a consistent approach by all staff such that they will only be awarded for the following:

- Homework tasks where it is obvious the student has made an outstanding contribution in terms of time and presentation.
- In lessons: Outstanding pieces of work for their ability, effort beyond the normal expectation, performance at or above target in external exams.
- For students who stay after school to do extra work on a regular basis.
- For extracurricular activities if they have achieved an award i.e. for a competition or have been commented on at a particular venue for their commitment, behaviour, etc.
- Significant improvement for struggling students.
- For students who have shown tremendous effort and perseverance.
- Those who have volunteered to help with Tutor run assemblies, reception duties, open evenings or transition activities.
- Any student who has overcome personal difficulties to contribute to work.

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## Appendix II

### Standards and expectations during the school day:

#### The Start of the school Day

- The Leadership Team are on duty at the front of the school and in the Dining Rooms from 8.00 am each day.
- Students arriving early to school are not allowed in form bases until 8.35 am as part of the school's safeguarding procedures. They are directed to wait in the Dining Room (or the LRC if after 8.00 am).
- Tutors must be prompt for registration, which begins at 8.50 am (except for Tuesdays owing to Headteacher's Briefing). Tutors must leave the staffroom by 8.45 am.
- Students to stand in silence behind their places and be greeted by their tutor "Good Morning...name of form" and students to respond, "good morning...name of member of staff member"
- Students to sit on their chair in their set place.
- Eportal registers to be taken every lesson.
- Collective worship to take place and all students and staff will observe "Sacred Time" at 8.50am.
- Absence notes to be checked and signed by the Form Tutor.
- Tutor to conduct checks on make-up and uniform and students to have their planners on the desk. Any students, with uniform/make-up/no planner to be recorded on eportal and 10 minute Tutor Detention issued for that evening.
- Make-up must be removed prior to students leaving for first lesson.
- Students to be formally dismissed at the end of the Tutor period.

#### Start and End of Lessons

- Students should not enter classrooms without a member of staff.
- Teachers are to stand outside the classroom and welcome students. Any students wearing make-up or false nails are to remove them prior to entering the room. (This needs to be recorded on eportal so the tutor can issue a 10 minute after school detention if they have not already done so).
- Students to stand behind their places in silence and be greeted by their tutor. At the end of the lesson students to stand and be formally dismissed.

#### Lesson Changeover

- To monitor and maintain orderly behaviour on corridors and on the stairs, staff are to leave their classrooms and be a presence on the corridors
- Praise is to be used with students who are moving as expected.
- Use a non-confrontational approach to students who are not behaving as expected.

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### **Break and Lunch Duty**

- Members of the Leadership Team are on duty at break time and both lunch times to support positive behaviour.
- Staff are to be pro-active while on duty. If a member of staff is absent it is the duty of the Team Leader to ensure their duty is covered.
- Staff must not stand in one place while on duty unless they have a fixed area such as monitoring the toilets.
- Staff are to check that students behave well and to deal with any incidents while on duty. The consequence system is to be applied.
- Staff on duty must avoid confrontation with students escalating to a point where they need to send for Progress Leaders.
- Any students wearing make-up need to remove it and be recorded on eportal so their tutor can follow this up.

### **Assemblies**

- Tutors need to be in place, by 8.45 am, prior to the 8.50am start of assemblies.
- A bell is rung at 8.55am to denote the start of Sacred Time.
- Tutors need to remind students the day before their assembly so a prompt start is possible.
- Tutors register students on the yard and then lead into assembly.
- Form classes to sit in alphabetical order and tutors to be responsible for the behaviour of their form.
- Curriculum Leaders attached to year groups are to manage latecomers by supervising them in the adjacent classroom and taking a list of their names and forms to pass to the Progress Leader when assembly ends.
- The Progress Leader to collect all paper registers and put it into the receptacle in the staff room for the Attendance Officers to input on CMIS.

### **Good Behaviour Management Strategies**

- Staff need to have exit strategies in place so that situations do not escalate. Students will not always change their behaviour immediately. The exit strategy must allow time for the student to calm down and realise they are in the wrong. Staff must not get caught up in a lengthy argument in front of a class but tell the student what sanction they will be giving then withdraw to resume the lesson with a phrase such as, "I need to see you working as well as you were last week".
- To get the attention of a whole class, try a countdown technique rather than expecting immediate silence from a difficult class.
- Preface requests with "thank you". This gives the student no-where to go with a possible argument. "Thank you for collecting the books in for me" rather than, "collect the books in" or, "thank you for stop talking" rather than, "stop talking" can pay dividends. The message of what you expect is clear but put forward in a polite, non-threatening way.
- Make it awkward for students to respond negatively by wording expectations in such a way that you assume they will comply. eg instead of, "I want your coursework in on Friday"

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try, “when you hand your coursework in on Friday bring it to this room so I can lock it away for security”.

- Pro-actively develop relationships with students so your dialogue is not always one of negativity with poorly behaved students. Be prepared for rejection but try little and often where time allows, to raise something you know they are interested in.

### Out of Lessons

- It is the responsibility of all staff to challenge poor behaviour outside of lessons.
- Be mindful when tackling students who are unknown to you that they may well have underlying issues which may bring a negative response and therefore you will need a calm demeanour at all times and avoid escalating confrontation. Staff need to manage situations carefully to try to avoid the need to bring in other staff.
- Having a group of staff surround a misbehaving student is to be avoided as this is a potential safeguarding situation. If, in extreme circumstances, another member of staff is required, they should remove the student and speak to them in a calm manner to ascertain what has happened. They are not to remain while the aggrieved member of staff who has sent for them gives their account, to avoid possible further confrontation with the student.
- Staff experiencing poor behaviour from students out of lessons are to apply a sanction if necessary (after consequences applied), withdraw and record the incident on eportal. For more serious situations they need to liaise with the Progress Leader of the student.
- To avoid students being out of lessons without permission, this should only occur on an emergency basis and students must always carry a note in their planner. At no time should students be around the school during lesson time without the written permission of staff.
- Do not send more than one student out of class at any time.

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## Appendix III

### Classroom Rules

**Our Classroom rules are to:**

- **Arrive at all lessons on time**
- **Wear correct uniform and no make-up**
- **Bring all books and equipment for every lesson**
- **Listen and follow instructions**
- **Try your best**
- **Be respectful at all times**

### Dining Room Rules

**Our Dining Room rules are to:**

- **Queue up in an orderly manner**
- **Take all dishes back**
- **Clear up all litter**
- **Be helpful and cooperate if asked to do so**
- **Be respectful at all times**

### **Supply Teachers**

All staff – Teaching, Support and Supply will follow the school's Behaviour for Learning policy. They will be given guidance booklets on arrival but will also need assistance from departmental teachers where they are covering lessons.

If supply teachers do not have access to eportal, it is expected that a member of staff from the department in question/ pastoral team will ensure that incidents are recorded.

### **Initial Teacher Education (ITE) Trainees**

ITE Trainees will be expected to follow the school's Behaviour for Learning policy supported by teaching staff from their department, their Curriculum Leader, assigned Progress Leader and AHT. They will have an induction programme which will include training for positive behaviour for learning.

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## Appendix IV

### Consequence system

#### Consequence System

Poor behaviour will always be challenged, however using punitive measures for a single time a student steps out of line will not allow for this behaviour modification and is against all of the guiding principles of the school Mission Statement. Staff should follow a system of offering praise in public (PiP) and reprimand in private (RiP)

*The consequence system has a 3 step approach, designed to allow a student to step back and avoid an escalation of consequences:*

#### **Consequence 1 – Verbal warning**

- A verbal warning is given. The student is told they are at Consequence 1 and for what reason and their name is put on the board/record sheet.
- They are warned of the consequence of moving to the next stage.

*Praise is to be used if the student modifies their behaviour to encourage continuation of such.*

#### **Consequence 2 – Tutor Intervention and Support**

- A second verbal warning for continuing poor behaviour. The student is told they are at Consequence 2 and for what reason and a 2 put next to their name on the board/record sheet. The event is to be recorded on eportal so the tutor will see this record and the tutor will discuss with the student and if possible contact home.
- They are warned of the consequence of moving to the next stage.
- 10-minute detention (no notice required)

*Praise is to be used if the student modifies their behaviour to encourage continuation of such.*

#### **Consequence 3 –Departmental detention**

- A third verbal warning for continuing poor behaviour. The student is told they are at Consequence 3 and for what reason and a 3 put next to their name on the board/record sheet. The students need to be moved to another place in the classroom. The event is to be recorded on eportal.
- They are to be issued with a Departmental detention, recorded in their planner or detention slip to be issued. These detentions are held within the Department and for a period of 30-minutes (24 hours' notice required).

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The consequence system is also to be used for infringements other than poor behaviour such as forgetting equipment. However, this will not automatically lead to more severe sanctions.

#### **Middle Leader Detention (45-minutes)**

- Middle Leader detention can only be issued by a TLR holder using the yellow detention slips available in the staffroom and are staffed by TLR holders via a rota
- Students must print their name on and sign the tear-off section of the detention slip and passed on to Head of School no later than the end of day before the detention is to be served. The detention is then recorded electronically
- If a student doesn't attend ML detention then this will be followed up by Leadership team the next day and SL detention issued if appropriate
- Students are to be brought to the detention by Form Tutors following PM registration

#### **Senior Leader Detention (60 minutes)**

- To be held in the Conference Room
- Students are put onto this detention after consultation between Progress Leader/Curriculum Leader and member of the Leadership Team.

#### **Internal Seclusion**

Students can be removed from normal lessons and placed into internal seclusion for a fixed period of time. This is for students who have serious emotional or behavioural issues. A member of the Leadership Team must sanction a student being placed into internal seclusion. Work will be set and they will be supervised by a member of the Leadership Team.

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WHOLE SCHOOL BEHAVIOUR FOR LEARNING POLICY  
[EXCLUSIONS / PROCEDURE FOR DEALING WITH DRUG INCIDENTS]

<b>The Detention System:</b>					
<b>Detention</b>	<b>Given for</b>	<b>Recording</b>	<b>Administered by</b>	<b>Support</b>	<b>Informing parents</b>
<i>Consequence 1</i>	<b>No detention given</b>	Name on board			
<b>Consequence 2 Tutor detention</b> discussion after school	<b>Minor infringements</b> Lates, no planner, make-up, out of lessons, chewing, littering, not clearing up, off task behaviour after warning	Eportal by staff member applying consequences	Form tutor on a nightly basis  3.15 to 3.25pm	Form tutor to phone parents if student is infringing minor rules	Note in planner/ replacement sheet
<b>Consequence 3 Subject detention</b> 30 minutes after school	<b>Persistent subject specific infringements after following consequence system</b>	Eportal by staff member applying consequences. Same staff member to enter in Departmental detention record	Departmental staff  3.15 to 3.45pm Night to suit Department	Department staff and CL  CL to contact parents if persistently in subject detention	Departmental detention slip /note in student planner/replacement sheet
<b>Recommendation Middle Leaders (Curriculum Leader/Progress Leader) detention</b> 45 minutes after school	<b>Major infringements</b> Refusal to cooperate, insolence to staff, disruption of lessons, truancy from lessons (consequence system to be applied)	Eportal by staff member making recommendation once agreed with CL/PL. CL/PL to inform office to send letter to parent/carer	2 TLR post holders on rotation (Tuesday/Thursday ) 3.15 to 4pm	Form tutors to deliver students CL/PL to meet with parents of students persistently in CL/PL detention  Referral to Learning Coach	Letter to parents Text alert  Detention slip/note in student planner/replacement sheet

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WHOLE SCHOOL BEHAVIOUR FOR LEARNING POLICY  
 [EXCLUSIONS / PROCEDURE FOR DEALING WITH DRUG INCIDENTS]

Detention	Given for	Recording	Administered by	Support	Informing parents
<b>Recommendation</b> <b>Senior Leader</b> <b>Sanction</b> 1 hour after school or other appropriate sanction	<b>Serious infringements</b> Persistent challenging behaviour, offensive language, repeated truancy from lessons, serious incidents	Eportal by SL SL to inform office to send letter home to parent/carer	Leadership team on rotation 3.15 to 4.15pm Friday (if sanction is a detention)	Behaviour plan to be drawn up. PL/Senior Progress Leader/AHT KS3/4 to meet with parents Referral to Learning Coach	Letter to parents Text alert  Detention slip/note in student planner/replacement sheet
<b>Confiscations</b>	Mobile phone mis-use, jewellery or other items	Eportal by staff member who confiscates them			If persistently confiscated parents to be informed/invited into school.

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<b>Summary of Example Actions:</b>			
<b>What if</b>	<b>What to do</b>	<b>Will this lead to subject detentions?</b>	<b>Will this lead to CL/PL/SL detentions?</b>
A student forgets equipment or homework	Apply consequences – warning then tutor detention if it happens again in the same subject.	Yes, if consequence 3 is reached. (Use common sense as to the length of time between events - )	No- these are for major infringements and could ultimately lead to BSP/Exclusion which are not appropriate for minor infringements
A student does not attend tutor detention	Check if they were absent; see the student to check if they had a clashing detention. If so, reissue original detention. If not, apply consequence 2 – eportal missed detention and reissue tutor detention	No	PL detention if they miss 2 tutor detentions
A student does not attend subject detention	Check if they were absent; see the student to check if they had a clashing detention. If so, reissue original detention. If not, apply consequence 2 – eportal missed detention and reissue subject detention	N/A	CL detention if they miss 2 subject detentions
A student does not attend PL/CL detention	Check if they were absent; see the student to check if they had a clashing detention. If so, reissue original detention. If not, apply consequence 2 – eportal missed detention and reissue PL/CL detention	No	SL detention if they miss 2 subject detentions Recommendation to SL detention if they do not attend second detention
A student does not attend SL detention	Check if they were absent; if so, reissue original detention. If not, apply consequence 2 – eportal missed detention and reissue SL detention. Further absence will result in internal seclusion.	N/A	

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<b>Summary of Example Actions:</b>			
<b>What if</b>	<b>What to do</b>	<b>Will this lead to subject detentions?</b>	<b>Will this lead to CL/PL/SL detentions?</b>
A student misbehaves in lessons	Apply consequences	Yes, if consequence 3 is reached	If persistent and recommendation for CL detention approved by CL
A student is disrupting the same lesson after consequence 3 is reached	Send the student with a note and work to a staff buddy in the same department (see page 8). Teacher and student to meet prior to next lesson to discuss event and restore expectations	The students has been issued with a subject detention, having reached consequence 3	Yes, if it is persistent and occurs again in subsequent lessons
A student has their mobile phone or ipod out during a lesson/break/lunch	Confiscate the item and take it to the school office (plastic bags are provided at the office for this purpose). The consequence system does not apply in this case.	No	PL detention if it is persistent
A student is wearing make-up	The student is to remove the make-up ( prior to entering the classroom); consequence system applies which leads to tutor detention	No	PL detention if it is persistent
A student answers back	Keep calm; do not escalate into an argument. Take the student to one side and apply consequences. Use techniques to prevent reaching further consequences. Listen to the student – do they have a point? Discuss student with their tutor to see if there are underlying problems leading to an “off day”.	Yes	Yes on recommendation if persistent

*This is by no means an exhaustive list – if in doubt, discussion with Curriculum Leaders/ Progress Leaders/ AHT KS3/4/5 is recommended.*

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**And finally...**

**A student engaging in interesting, stimulating lessons; meeting understanding and compassionate staff; who is treated fairly and given a chance to improve; meeting consistency every day; having clear boundaries; being rewarded on a regular basis**

**...is far less likely to misbehave.**

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