



## **Secondary and A level**

### **Behaviour Policy and Code of Conduct**

**Defining behaviour:** *'Behaviour' is the way we act and respond to people and to situations we find ourselves in.*

#### **Aims**

- To apply positive policies to create a caring, family atmosphere in which teaching and learning can take place in a safe and happy environment
- To encourage responsible behaviour and respect for oneself and others and for one's environment.
- To highlight, encourage and reward good behaviour models.
- To make clear that poor behaviour will be sanctioned.

#### **General observations**

- The terms & conditions which parents sign up to lay down clear rules and expectations with regard to standards of behaviour in the school.
- In order to be effective, it is important that the guidelines and systems are supported and consistently applied by all members of staff.
- In the first instance classroom/playground discipline is the responsibility of the individual classroom/supervisory teacher to deal with as they see fit, but within the agreed guidelines and reflecting the ethos of the school.
- The whole school sanctions policy is designed to deal with cases of persistent misbehaviour or more severe isolated incidents.
- Individual subjects such as Science or PE may have their own code with regard to dress, hair and jewellery for reasons of health and safety. These should be clearly communicated to students.

#### **Expectations with regard to students**

##### **Students will be expected to:**

- attend classes on time and to be present on a regular basis.
- bring equipment appropriate for the lesson
- complete all classwork in the manner required
- complete all homework in the manner required and hand it in at the time requested.
- conduct themselves around the school, both inside and outside of lessons, in a safe and sensible manner, showing regard for others.
- show respect for the working environment
- show respect for the opinions and beliefs of others
- behave in a reasonable and polite manner to all staff, students and visitors.



- dress appropriately for school with due consideration for health and safety.
- adhere to the code of conduct

### **Expectations with regard to staff**

#### **Staff will be expected to:**

- be mindful of, and implement appropriately, all school policies, in particular with regard to the handling of inappropriate behaviour
- reinforce clear expectations of behaviour and promote and model positive behaviour
- deliver well planned lessons in line with the Teaching and Learning Policy
- keep accurate records in line with school policies and procedures
- endeavour to arrive on time to their lessons

### **Expectations with regard to Parents/Carers**

#### **Parents and carers will be expected to:**

- be aware of the terms and conditions of enrolment
- ensure students come to school correctly equipped and ready to work
- ensure students come to school correctly dressed
- work in partnership with the school to ensure good behaviour
- inform the school of any concerns
- respond to concerns raised by the school

Unless separate provision is indicated, all of the rules and guidelines below are equally applicable to **A level students**

### **Equipment and personal belongings**

- Students should come to class with all the necessary books and equipment for full participation in the lesson.
- For PE lessons, separate kit should be worn. Students **will not be permitted** to participate in PE in their street clothes.
- Students should not bring into school any item with the potential to cause injury or damage.
- **Secondary students:** MP3 players, mobile phones and other electronic devices **should not be used at any time** during the school day. They must be handed in to Form Tutors during homeroom.
- **A level:** Students are expected to hand over their phones to their teachers at the beginning of a lesson and collect it at the end. They are allowed to use their electronic devices **discreetly** during study periods, but may not, however, walk around school premises listening to music or using their phones. Headphones should be removed in class.
- **The school accepts no responsibility for loss or damage to such items.**



- Students' personal affairs and books should be kept either in their locker or on their person and not left lying around in corridors or other public areas. Coats & other outdoor clothes should be hung on the pegs. Bags and rucksacks may be left under the pegs at break and lunchtime
- Scooters and skateboards must **not** be brought into school.
- As a general rule, the use or possession of cigarettes (Secondary), alcohol or drugs on school premises is forbidden.
- A level students are not allowed to smoke within the vicinity of the school, nor may they walk around school displaying tobacco products.
- Food should only be consumed in the canteen, the yard or the common room (Year 11 & A Level).

### Dress

- Students in the Secondary classes should be dressed correctly in school uniform (see separate advice). Year 11 students may wear **black** jeans.
- Jewellery and other accessories should be unobtrusive and kept to a strict minimum and make-up should be discreet and appropriate to the age of the student.
- Suitable outdoor shoes & clothing should be worn in the yard in poor weather.
- Outdoor coats/jackets, scarves and hats or caps should not be worn inside the school nor in class. Any head covering worn for religious reasons will be permitted.
- A level students are not expected to wear uniforms. However, they are expected to dress in an appropriate manner for an educational setting. (for example: mini-skirts and low-cut blouses are not appropriate for girls; similarly boys have to wear normal shorts or trousers and T-shirts / shirts with minimal logos; sports T-shirts are not considered appropriate).

### Displays of affection

- Public displays of affection (hand-holding, kissing, sustained body contact) are not permitted anywhere on school premises.
- Students should also not indulge in any of these activities in a 'private' setting such as an empty classroom.

### Leaving the premises

- Students in Year 11 are permitted to leave the school premises during lunch break. They must return by 12.35.
- A level students are allowed to leave the school premises during lunch and afternoon breaks, but must ensure they are back well on time for their next lessons.



## A positive reward scheme

There is a legitimate expectation that 'virtue is its own reward'. Adherence to the school's expectations should not, in itself, be something for which students should expect to be constantly rewarded. Having said that, we all respond to praise and recognition and it is important that achievement and good behaviour be rewarded and staff should take every opportunity to praise students.

The school House system allows for the awarding of House Points. Staff are encouraged to use them and they should be awarded for:

- Exceptional effort
- Excellent or improved behaviour
- Volunteering, e.g. School Council, Gazette, Parties, Bake Sales, Summer Fête
- For outstanding individual pieces of work or contributions in class, a letter of congratulation could be sent home. According to the circumstances this could come from the subject teacher, the Head of Secondary or the Principal.
- The number of House Points per student is recorded, and the students in the House with the greatest total at the end of the year will be rewarded.
- There are also individual awards (Gold, Silver & Bronze) for accumulation of House Points.

## Prizes

- Prizes are awarded annually for: outstanding academic achievement; general attitude and behaviour; contribution to school life; sporting endeavour and attendance.

## Procedures for dealing with unacceptable behaviour

When referrals are mentioned, the 'Head of Secondary' applies for students in Years 7-11 and the 'Principal' for A level Students

- Bullying is discussed and dealt with under a separate policy.
- It is the responsibility of subject teachers to deal with **minor incidents** which occur in the classroom
- More serious incidents (see below) can also be dealt with by the subject teacher, but must also be recorded in the notes section for that child in the E-learn system.
- The Form Tutor should check these notes on a weekly basis (**daily if a student has been causing concern – see below**) and take further action as required.
- Where a student has **3 or more** notes in a short period (up to 10 days) then a **written referral by email** should be made by the Form Tutor to the Head of Secondary. This



referral will be logged. **In the case of A level students, the referral is made by the subject teachers to the Form Tutors.**

- The Head of Secondary / Principal has the responsibility to monitor students' behaviour across the curriculum. They will become involved if a student's behaviour is causing concern in a number of areas.
- They will notify the parents at this stage and suggest a meeting.
- From this point **all** incidents, both **minor and major**, should be logged by subject teachers in Elearn, which will be checked daily by the Head of Secondary / Principal and appropriate action taken where required. This log should be kept until the Head of Secondary/Principal indicates otherwise.
- Where a serious incident occurs (see below), which may result in a temporary or permanent exclusion, the Head of Secondary/Principal should be notified **immediately**.
- The Head of Secondary will consult with the Principal to determine a course of action. The parents will be required to come in to school for a meeting.
- Serious incidents are defined as follows: ***violent behaviour leading to injury, racist/sexist abuse, violence or verbal abuse directed towards a member of staff or fellow students, serious disruption to a lesson, stealing, vandalism, smoking/alcohol/drugs and possession of a weapon.***
- The Principal is the only person who can sanction an exclusion, whether temporary or permanent.
- Parents will be notified in writing of an exclusion.
- In the case of a temporary exclusion, students should consult the Elearn to keep up with classwork and assignments

## **Sanctions**

Outlined below are examples of unacceptable behaviour and sanctions which should be used. This is **not** a tariff, and each case should be dealt with according to its merits. However, there is an expectation that they will be applied **fairly**.

### **Minor incidents**

These incidents are dealt with by the **subject teacher** and could include:

- throwing paper or other items;
- calling out or otherwise speaking out of turn;
- chewing;
- not following instructions;

- incomplete classwork;
- no homework;
- lack of equipment;
- lateness;
- inattentiveness

Sanctions should include:

- verbal reprimand
- 'cooling off' outside the classroom (maximum 5 minutes)
- moving seat
- short detention (10/15 minutes)

### **Persistent incidents or incidents of medium severity**

**These incidents must be recorded and dealt with by the Form Tutors**

Unacceptable behaviour in this category could include:

- persistency of minor incidents as above
- rudeness to staff and/or other students
- verbally aggressive behaviour to staff and/or other students.
- Being continually off-task

The sanctions applied by the Form Tutor should include:

- meeting with student/verbal reprimand
- one or more longer detentions (lunchtime)
- mentoring
- referral to Head of Secondary / Principal

### **Persistent incidents of minor or medium severity**

As outlined above, the Head of Secondary / Principal will become involved where a student is causing concern. If the above procedures are adhered to, then this should happen at a fairly early stage.

Appropriate action will include some or all of the following:

- email to parents/carers

- after school detention(s)
- meeting with parents/carers
- daily report/monitoring sheet
- mentoring
- internal exclusion
- referral to Principal

### **Screening and searching students**

In addition to the general power to use reasonable force the Principal, Vice Principal and Head of Secondary 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 (pupils under 16)
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence or cause personal injury or damage to property.

Force cannot be used to search for other items banned under the school rules, such as mobile phones.

Any search will be undertaken in the presence of two members of staff, at least one of whom will be the Principal, Vice Principal or Head of Secondary. In the case of a male student, at least one of the staff must also be male if the situation demands.

Any search will be undertaken discreetly, away from other students.

### **The use of reasonable force**

#### **What is reasonable force?**

The term ‘reasonable force’ covers the broad range of actions that involve a degree of physical contact with a student.

Reasonable force may be used either to control or restrain. This can range from guiding a student to safety by the arm to breaking up a fight to prevent further violence or injury.

‘**Reasonable**’ means using no more force than is absolutely necessary.

‘**Control**’ can be passive, such as standing between students or blocking a student’s path or active such as leading a student by the arm out of a classroom.



**'Restraint'** means to hold back physically or to bring a student under control. It is expected that it will be used as a last resort.

It is typically used in more extreme circumstances (e.g. fights) where students refuse to separate without physical intervention. You should always call for assistance from another member of staff in these circumstances.

Staff should always try to avoid acting in a way that might cause injury to either themselves or students, but in very rare and extreme cases this may be unavoidable.

### **Who can use reasonable force?**

All members of staff have the right to use reasonable force.

This can also be anyone that the Principal has temporarily put in charge of students, such as supply teachers, unpaid volunteers or parents/spouses taking part in school trips or events

### **When can reasonable force be used?**

Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.

In a school, force is used for two main purposes – to control pupils or to restrain them.

The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used.

#### **Schools can use reasonable force to:**

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

#### **Schools cannot:**

- use force as a punishment – it is always unlawful to use force as a punishment.

### **The power to discipline beyond the school premises**

The school behaviour policy applies

- when staff are accompanying students on any school organised or related activity.
- where bad behaviour, which could have repercussions for the orderly running and reputation of the school, is witnessed by a member of staff or reported by a parent or





member of the public the school will take action to discipline the student within the parameters of the school behaviour policy.

- where behaviour of a criminal nature or which poses a threat to another pupil or member of the public is brought to our attention (as above), the police may be notified and the student be subject to permanent exclusion. However, when dealing with this sort of incident consideration should be given as to the underlying reason for the behaviour and a decision taken as regards the school's responsibility for safeguarding the student.

### **Exclusion and Suspension Policy**

The above Behaviour and Discipline Policy clearly sets out our expectations regarding the conduct of students. However, as indicated, there may exceptionally be instances where a student's' behaviour merits the application of a suspension or even a permanent exclusion. **Any decision to exclude a student will never be taken lightly.**

The types of incidents and situations which would merit **immediate exclusion** are:

- Actual or threatened physical assault against pupils or adults.
- Persistent bullying, harassment or abuse, either physical, verbal or on-line.
- Deliberate and serious damage to property
- Theft of a high value item or repeated incidences of petty theft
- Persistent and on-going failure to engage with the education process (poor attendance, lack of homework, failure to work in class)
- A record of suspensions (see below)
- Sale or provision of drugs to other students.
- Sale or provision of cigarettes or alcohol to other students under 16 years of age.
- The possession of a dangerous weapon (gun/knife etc)
- Sexual abuse or assault
- Unsuitable behaviour on the part of a parent.

The types of incidents or situations which would merit a suspension are:

- Sustained challenge to the authority of a member of staff
- Persistent defiance of the overall code of conduct, including the wearing of uniform/dress code.
- Minor acts of vandalism
- Petty theft



- Repeated incidents of minor physical violence (eg playground fights)
- **Any** incident of on-line bullying or harassment
- Persistent verbal or physical bullying or harassment
- Inappropriate sexual behaviour
- Persistent disruptive behaviour

### **Principles**

Where a suspension or exclusion seem likely, we will always endeavour to act fairly and allow all voices to be heard. However, the best interests and wellbeing of the overall student body will always be paramount.

### **Procedures**

When an incident or series of incidents come to light the initial investigation will be by the Head of Secondary/Principal.

In certain extreme cases a decision will be taken as to the need to involve outside authorities.

Where applicable, all students involved in or witness to an incident will be given the opportunity to tell their story.

In some situations, students may be kept apart to ensure they do not collaborate on what their story should be.

A written record may be kept of these interviews.

If the Head of Secondary/Principal decides that a student has behaved in such a way that it would lead to a suspension or an exclusion the parents will be notified and invited in for a meeting where the school's decision will be explained and they will have an opportunity to offer any extenuating information.

If deemed appropriate, the student may be present for all or part of the meeting.

Suspension will vary in length depending on the severity and frequency of the incident for which it is being imposed.

If a student has been suspended three times the Principal will need to be satisfied that they are capable of reintegrating back into the school community. They will be allowed back into school on the understanding that it is clear to both the student and their parents/carers that this is their final chance.

In all cases of suspension or exclusion a formal letter will be sent to the parents outlining the reason for the suspension/exclusion and the dates, where applicable.



Following an incident involving serious violence or the possession of a weapon or drugs, the student will be kept in isolation and the parents contacted to come and collect them pending a more complete investigation of the incident.

Parents wishing to appeal a decision regarding suspension or exclusion may contact the Director General.

Mrs. Lesley Stockman      Head of Secondary

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