



## **Behaviour Policy**

**Ref. NGHS S004**

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## Newall Green High School

### Whole School Behaviour Management Policy

At Newall Green High School we believe that positive behaviour management is the responsibility of all staff and the wider school community. We work together as part of a team to create an environment in which effective teaching and learning can take place.

#### Philosophy

The Behaviour Management Policy at Newall Green High School is a statement of good practice and outlines expectations of all members of the school community to maintain good behaviour and a positive ethos both inside and outside the classroom.

Good behaviour management is essential for the smooth running of a school. All members of the school are expected to help maintain an atmosphere conducive to learning with good-manners and consideration for others as basic requirements.

The school recognises the importance of teaching and modelling good behaviour, and does this explicitly through the curriculum and implicitly through example.

**Additional Needs:** as a designated specialist resourced mainstream school our aim is to make reasonable adjustments through knowledge of the child in the personalisation of rewards and sanctions. We will therefore expect that all staff will interpret policies on an individual basis with each child, especially those with additional needs.

Where there are serious discipline concerns the involvement of the SENCo is required before any decision can be finalised.

This policy should be read in conjunction with the school's SEN policy, Anti-Bullying Policy, Uniform Policy and Mobile Devices Policy.

#### Aims

Our aims are:

- To promote good behaviour in all areas of the school
- To support pupils in learning self-discipline
- To enable effective teaching and learning
- To create a safe and secure environment for all pupils and staff
- To teach pupils to understand and accept differences in individuals

All staff are responsible for the behaviour and discipline of pupils in their charge and should use effective strategies and sanctions to maintain an orderly environment for learning. In dealing with incidents of unacceptable behaviour staff are expected to:

- Act in a fair and consistent manner
- Establish a relationship of respect with pupils
- Deal promptly and personally in matters of discipline
- Be mindful of any barriers to good behaviour individual students may face

Both rewards and sanctions will be used by staff to promote a positive ethos in the school and every lesson should incorporate praise and encouragement of pupils

Staff should actively encourage students to abide by the STRIVE principals

The success of this policy depends on full participation of all those involved in the school community.

### **Students are expected to:**

- Arrive on time for lessons.
- Wear full and correct school uniform.
- Keep phones/MP3 players switched off and out of sight in class AT ALL TIMES.
- Listen to instructions without interrupting.
- Sort out disagreements without resorting to physical or verbal aggression.
- Aim to achieve a Work Ethic grade of 1 in all lessons and complete all homeworks.
- Take responsibility for their own learning and let others learn.
- Make their best effort to understand and accept differences and the individuality of everyone.
- Follow school rules.

### **Teaching staff are expected to:**

- Provide opportunities for pupils to learn to the best of their ability by setting suitable learning challenges, removing barriers to learning, accepting diversity.
- Provide a positive learning environment.
- Teach and model positive behaviour - be explicit about expectations
- Reward positive behaviour and good work according to school policy and in line with the STRIVE ethos
- Plan and prepare stimulating lessons.
- Teach respect by treating all students with fairness and consistency.
- Register students in every lesson.
- Keep SIMS updated including any interventions taken in relation to dealing with inappropriate behaviour.
- Support the school's behaviour, SEN and Anti-bullying policies.
- Manage behaviour promptly and personally.
- Set useful, interesting and relevant work if an absence from a lesson can be foreseen.
- Avoid shouting, confrontation, aggression, sarcasm, humiliation, personal comments about pupils and whole class punishments resulting from poor conduct of only some in the class.
- Seek support and advice when needed.

### **Form Tutors are expected to:**

- Teach interpersonal skills by promoting positive, supportive relationships within the form.
- Register attendance and be aware of lateness and absence.

- Maintain positive communication between home and school.
- Reward positive engagement and attendance with STRIVE points
- Provide guidance and assistance to individuals as necessary.
- Work alongside HOY in behaviour management.
- Place students on report
- Update SIMS as and when necessary.
- Support the school's behaviour, SEN and Anti-Bullying policies.

#### **Heads of Faculty are expected to:**

- Ensure departmental schemes of work are appropriate and suit different learning styles.
- Ensure there is a positive learning environment within the department for staff and students.
- Ensure the school's behaviour, SEN and Anti-Bullying policies are consistently implemented.
- Ensure there is a climate of reward and praise within the department which outweighs sanctions.
- Monitor attendance, behaviour and learning within the department.
- Effectively manage behaviour within the department through use of faculty reports and detentions, parental meetings and isolations.
- Keep SIMS updated including any interventions taken in relation to dealing with inappropriate behaviour.
- Ensure any supply and new staff in the department are aware of policies and procedures relating to behaviour management.

#### **Heads of Year are expected to:**

- Liaise and communicate with parents and outside agencies regarding pupil needs.
- Closely manage troubled and challenging pupils.
- Monitor behaviour incidents weekly through analysis of SIMS and ensure appropriate support strategies are implemented as a result.
- Support individual pupils by:
  - Tracking pupil's behaviour/achievements.
  - Meeting with parents and pupils to solve problems which are effecting learning.
  - Monitoring attendance and punctuality.
- Work with Form Tutors to ensure there is a consistent and fair approach to isolations/uniform infringements/students on report.
- Keep SIMS updated including any interventions taken in relation to dealing with inappropriate behaviour.
- Maintain a high profile around the building
- Celebrate achievement through assemblies/reward trips.

#### **SLT are expected to:**

- Support staff in managing pupil behaviour by ensuring that systems for managing and monitoring behaviour and attendance exist and are consistently implemented.
- Ensure good practice is both developed and shared (for example by observation of teachers who are skilled in behaviour management).
- Monitor fixed exclusions for different groups of students.
- Ensure training is provided to support staff in managing behaviour.
- Ensure school regularly communicates with parents, carers and governors.
- Provide support for teachers presented with extremely challenging behaviour.
- Provide clear leadership and support for the school's behaviour policy.

- Maintain a high profile around the building
- Provide visible and dependable support to staff when on walkabout/duty.
- Monitor the presence of duty teams if requested to do so.

### **The Governing Body is expected to:**

- Monitor the effectiveness of the school behaviour policy.
- Support the Head teacher and Senior Leadership Team in monitoring attendance and exclusions of different groups of students.

### **Parents are expected to:**

- Ensure their child's regular attendance and punctuality.
- Encourage their child to wear full and correct school uniform.
- Co-operate with the school in managing inappropriate behaviour (whether it be through after school detentions, isolations, exclusions or parental meetings).
- Keep school aware of any circumstances which may affect their child's behaviour and learning.
- Maintain regular contact with the school through attendance at parents' evenings, and, as appropriate, through letters, reports and telephone calls.
- Encourage and support their child in the completion of homework.
- Abide by all school policies as agreed in the home-school agreement.

### **Rewards**

Praise and rewards are an essential part of positive behaviour. Rewards have a motivational role, helping students see that good behaviour is valued. The commonest reward is praise, informal and formal, public and private, to individuals and groups.

Praise should be linked to Work Ethic grades and the STRIVE ethos.

Work Ethic grades will be awarded in all classes according to the STRIVE criteria, on a scale of 1 (outstanding) to 4 (Inadequate). Staff should be explicit about expectations and teach/demonstrate what is required to achieve a Work Ethic of 1 in all areas.

Strive points are to be given in recognition for achievements in all aspects of school life EG participation in clubs, representing the school at sport, helping at school events, positive phone calls home, 100% attendance, taking part in school shows, being on the school council etc.

Students who have accumulated the required number of point will be able to choose from a list of rewards every half term.

Students who achieve Work Ethic grades of 1 in all subjects will receive a Strive badge allowing certain rewards and privileges

### **Sanctions**

Although rewards are central to the encouragement of good behaviour, realistically there is a strong need for proportionate sanctions to register the disapproval of unacceptable behaviour and to protect the security and stability of the school community.

Staff must always remember when using sanctions to:

- Criticize the behaviour not the person.
- Use private rather than public reprimands where possible.
- Be fair and consistent.

All staff must follow the behaviour for learning system consistently

### **BEHAVIOUR FOR LEARNING SYSTEM**

<p><b>STRIKE 1</b></p>	<ul style="list-style-type: none"> <li>• WHAT? Class teacher sanction - detention at break/dinner and/ or phone call home. Logged on SIMS</li> <li>• Why? Issued when a student has reached a STRIKE 3 - has repeatedly failed to follow warnings in class for behaviour that impedes learning OR has used inappropriate language/ arrived late</li> <li>• THIS IS THE MAINSTAY OF YOUR BEHAVIOUR MANAGEMENT. BE CONSISTENT AND TAKE OWNERSHIP. FOLLOW PROTOCOLS AND MODEL GOOD BEHAVIOUR. BE AT YOUR DOOR TO MEET AND GREET, CHECK UNIFORM AND REMIND STUDENTS ABOUT MOBILE PHONES. BE AWARE OF STUDENTS' NEEDS AND PLAN/DIFFERENTIATE ACCORDINGLY.</li> </ul>
<p><b>STRIKE 2</b></p>	<ul style="list-style-type: none"> <li>• WHAT? Faculty sanction - detention - 30m.(Phone call home. Logged on SIMS) issued IN DISCUSSION WITH HOF</li> <li>• WHAT? HOY sanction - 30m detention for minor incidents of poor behaviour outside the classroom</li> <li>• WHY? Faculty - Repeatedly reaches a STRIKE 1 in class / fails to respond to class teacher sanctions / truancy of lesson</li> <li>• Why? HOY - refusal to follow instructions outside the classroom</li> </ul>
<p><b>Isolation 1</b> <b>Isolation 2</b></p>	<ul style="list-style-type: none"> <li>• WHAT? HOF sanction: Isolation at lunch with a 40 m detention after school and faculty report if deemed necessary</li> <li>• WHAT? HOY sanction: Isolation at lunch with a 40 min detention after school and FT report</li> <li>• WHY? Faculty - Failure to attend 30m faculty detention. Poor behaviour in the classroom/walking out of class</li> <li>• Why HOY - Incorrect uniform and refusal to correct/borrow. Poor behaviour outside the classroom.</li> <li>• PARENTS SHOULD BE CONTACTED AND IF NECESSARY A MEETING HELD AT THIS STAGE, YEARS 10/11 - LUNCH ISOL AND AFTER SCHOOL DET ONLY - NOT TO BE TAKEN FROM CLASSES EXCEPT IN AGREEMENT WITH KD/RD</li> <li>• The isolation room and after school detention rooms are available for you to use should you need to. HOWEVER best practice is if students do as much of the sanction as possible with you so that you have ownership.</li> </ul>
<p><b>Isolation 3</b></p>	<ul style="list-style-type: none"> <li>• WHAT? Full isolation with a 90 min detention after school</li> <li>• WHY?. More serious misdemeanors such as truancy, rudeness to staff. Student has had isolation 1 and 2 in a half term already.</li> </ul>
<p><b>8 to 5</b></p>	<ul style="list-style-type: none"> <li>• WHAT? Student arrives to school at 8 am (with a parent for a meeting) and remains in school until 5 am - in isolation.</li> <li>• Why? Defiance</li> </ul>
<p><b>Exclusion</b></p>	<ul style="list-style-type: none"> <li>• What?</li> <li>• Internal exclusion - in 6th form or Greenacres</li> <li>• Respite in a neighbouring school</li> <li>• fixed term exclusion (only to be issued by the headteacher)</li> </ul>

Sanctions may include the following:



1. Expressions of disapproval.
2. Withdrawal of privileges.
3. STRIKE 1, 2, 3 detentions.
4. Phone call home.
5. Letter home.
6. Faculty report.
7. Placing on Form Tutor report.
8. Placing on HOY report.
9. Placing on SLT report.
10. Isolation.
11. 8-5.
12. Referral to GA (through KD).
13. Isolation in 6<sup>th</sup> form (through RD/KD).
14. Respite in a neighbouring school.
15. Managed move to a neighbouring school.
16. Fixed term exclusion (Head teacher's decision only).

### Detentions

Parental consent is not required by law for detentions but it is recommended that communication with home is made before and after school detention longer than 15 minutes takes place. This may be a phone call, text message or letter.

School staff should not issue a detention where they know that doing so would compromise a child's safety.

When ensuring that a detention outside school hours is reasonable, staff issuing the detention should consider the following points:

- Whether the detention is likely to put the pupil at risk.
- Whether the pupil has known caring responsibilities which mean that the detention is unreasonable.
- Whether suitable travel arrangements can be made by the parent for the pupil. It does not matter if making these arrangements is inconvenient for the parent

### Isolation

When students are placed in full isolation or on 8 to 5 they will be provided with quality work related to the curriculum.

### Exclusion

Fixed term exclusion from school is a very serious formal sanction employed for grave offences and when all other sanctions have failed to remedy student misbehaviour.

Every effort will be made to avoid an exclusion.

Only the Head teacher and Deputy Headteachers may exclude a student from school.

Although every effort will be made to speak to a student's home, students may be excluded by letter and discussion with home will follow.

Work will be provided if the exclusion is longer than one day.

A re-integration meeting will be arranged between the student/member of staff and parents before the student returns to school. This ensures the issue that led to the exclusion is resolved.

### **Permanent Exclusion**

At Newall Green High School a permanent exclusion is seen as a very serious option only used where absolutely necessary. Options used to avoid a permanent exclusion can include:

- Respite placement in a neighbouring school.
- Managed move to a neighbouring school.
- Alternative provision.
- Placement with the PRU.

### **Bullying (Please also refer to separate anti-bullying policy)**

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.
- Incidents of bullying will be dealt with in accordance to our anti-bullying policy.

### **Uniform (please also refer to our separate Uniform policy)**

- Students are expected to wear full school uniform, including black leather shoes and blazer.
- NO facial piercings.
- No extreme haircuts or colours, or patterns in hair.
- Where possible (and in agreement with parent/carer) students will be sent home to change when in the incorrect uniform.
- School will provide a bank of blazers and spare shoes which students are expected to wear if they have come into school inappropriately dressed.
- Students in incorrect uniform who refuse to rectify this will be instantly placed into isolation and will be expected to attend an after school detention.
- Only a HOY, DH or the Head Teacher can authorise a uniform pass, and only in exceptional circumstances.

### **Mobile devices**

It is our policy to allow students to have a mobile phone with them in school should they choose to do so under the conditions outlined below:

- Phones/devices must not be used for any purpose in lessons or between lessons.
- Phones/devices (including ear phones) must always be switched off (not on silent mode) and placed in bag/ pocket.
- Phones/devices may be used during break time or lunch time in accordance with the school digital user policy.

If a student breaches these rules the following sanctions will apply:

1. First offence - the phone/device will be confiscated and placed in an envelope and locked in a safe in the student office. The phone can be collected by the student at the end of the school day.  
Parents **must** be contacted by HoY/ SLT and the mobile phone agreement discussed/signed. Copy of the mobile phone contract must be given/ sent to parents. HOY, SLT and DH will ensure agreement is discussed and is clear and further sanctions are non-negotiable.
2. Second offence -the phone/device will be confiscated, placed in an envelope and placed in the school safe for 3 school days. Parents must be contacted.
3. Third offence- phone/device will be confiscated as above for 5 school days

School days means that if the offence occurs just prior to a weekend then the phone will be kept Friday, over the weekend and the number of days the following week to make up 3 or 5.

Further offences will constitute a persistent breach of school rules and will result in additional sanctions to be discussed with Deputy Head teacher.

In addition the following rules apply:

- Phones/ devices must not be allowed in exam halls in compliance with exam board regulations.
- Any student using a phone/ device to record or photograph other students or staff without permission will be reported to SLT and dealt with according to the severity of the incident.
- If a serious incident occurs and is filmed on a phone/device, that device will be confiscated and sanctions put in place for the student.
- Phones / devices must be used in accordance with the school's Digital Learning and Safety Policy.
- A mobile phone may be searched for if a student refuses to comply with the school rules and use the phone according to policy or refuses to hand over the phone.

### **Confiscation of inappropriate items**

What the law allows: 35.

There are two sets of legal provisions which enable school staff to confiscate and retain items from pupils:

- 1) The general power to discipline (as described in the bullets under the heading "Discipline in Schools - Teachers' Powers" on pages 3 and 4 of the DfE guidance Behaviour and discipline in schools. 2014) enables a member of staff to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully.
- 2) Power to search without consent for "prohibited items" including:
  - 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.
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for ( including mobile phones if not used in compliance with school policy)

Weapons and knives and extreme or child pornography must always be handed over to the police, otherwise it is for the teacher to decide if and when to return a confiscated item.

Should a member of staff have concerns that a student has a banned item, searches will be carried out by two members of staff. The head teacher or a deputy head teacher will be present.

### **Beyond the classroom**

Teachers have the power to discipline pupils for misbehaving outside of the school premises “to such an extent as is reasonable” (Educations and Inspections Act 2006).

Examples include:

Misbehaviour when the pupil is:

- taking part in any school-organised or school-related activity;
- travelling to or from school;
- wearing school uniform or in some other way identifiable as a pupil at the school.

Or misbehaviour at any time, whether or not the conditions above apply, that:

- could have repercussions for the orderly running of the school;
- poses a threat to another pupil or member of the public;
- could adversely affect the reputation of the school.

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

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.

Staff may use reasonable force to:

- remove disruptive children from the classroom where they have refused to follow an instruction 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.

When an incident is serious enough that reasonable force has been used, parents will be notified and SIMS updated. A written statement will be sent to the Headteacher.

#### Malicious allegations against staff

The school will investigate all concerns raised regarding the behaviour of everyone in the school community. Where malicious allegations against members of our school community have been made, appropriate sanctions will be put in place.