

Whickham School and Sports College



Behaviour Policy

Behaviour Policy

At Whickham School we believe that

- Good behaviour is essential in order for pupils to make outstanding progress in their learning. All pupils should be able to learn in an environment free from disruption.
- Pupil wellbeing and safety are a fundamental responsibility of all stakeholders. All pupils should be free from bullying.
- All pupils, parents and staff should have high expectations of behaviour at all times.
- It is the responsibility of all pupils, parents and staff to develop positive learning behaviours in all pupils.
- High quality teaching and learning promotes good behaviour.
- Consistent application of lesson routines and behavioural systems is the key to establishing an environment where behaviour is good.
- Effective communication between staff, pupils and parents or carers is fundamental in ensuring a positive culture of excellent behaviour is maintained at all times.
- A culture of mutual respect between all stakeholders in school must be achieved.
- Excellent behaviour should be recognised and rewarded.
- Poor behaviour must be tackled and addressed. Where instances of poor behaviour occur it is vital that resolution is achieved so that the poor behaviour does not continue.

All pupils are expected to

- Follow instructions at the first time of asking.
- Respect themselves, each other and all staff.
- Wear the school uniform with pride and ensure it is correct at all times including the journey to and from school.
- Have excellent attendance and punctuality.
- Be prepared for school and lessons by being fully equipped with learning materials.
- Use appropriate language to all staff and pupils.
- Have their mobile phones switched off and in their bag.
- Walk, not run.
- Talk, not shout.

Pupils should also aim to

- Be resilient and ambitious showing determination to try their very best not to give up.
- Be part of the team by being excellent ambassadors for the school, demonstrating excellent behaviour when outside of school, in the local community. (Behaviour expectations continue outside the school premises 'to such an extent as is reasonable'. - See appendix 1)

When pupils meet these expectations this should be recognised through rewards and when pupils fail to meet these expectations consequences should be expected beginning with a Restorative Approach.

Uniform Expectations

A Whickham School Student is expected to wear the school uniform correctly and with pride.

- Whickham School blazer.
- White shirt which fastens at the neck and is tucked in.
- Whickham School Year group tie clipped on correctly.
- Formal black school trousers or skirt.
- Plain black formal shoes (no trainers, boots or plimsolls).
- No caps, snoods or hoodies.
- No tattoos, acrylic nails, nail varnish or jewellery.
- Natural make up only.
- No extreme hairstyles. Natural hair colour only. No tramlines or carvings.

Further information is available in the Uniform Policy which is on the school website.

Positive and Negative Behaviour

It is the responsibility of the individual teacher to ensure that all incidents of positive and negative behaviour must be recorded on the school's Class Charts system.

Rewarding good behaviour

It is the aim of the school and all staff to recognise and reward pupils who demonstrate good behaviour. The stages that specific rewards are applied at is shown in appendix 4 of this document titled Behavioural Rewards. Good behaviour should be recognised and rewarded through the following:

- Verbal praise
- Positive feedback written on pupil work
- Positive comments on class charts
- A phone call home to parents or carers
- Postcards recognising achievement
- Subject and pastoral awards

Consequences of unacceptable behaviour

Where a pupil is not meeting the expectations detailed in this policy the following sanctions can be applied. The stage that specific sanctions are applied is detailed in behavioural expectations, processes and sanctions document. Levels of Behaviour and Sanction guidelines are detailed in Appendix 3. Staff are expected to apply these consistently:

- Verbal reprimand
- Movement of seat
- Restorative Chat
- Tutor report
- Faculty report
- Pastoral report
- Leadership report
- Phone call to parents or carers
- Confiscation of Inappropriate Items (see appendix 2)
- Meeting with parents or carers

Further sanction available to Heads of Key Stage and Senior Leaders are

- Referral to Behaviour Inclusion Support (BIS)
- Fixed term exclusion
- Permanent exclusion
- Any other sanction agreed by HOKs or SLT

Expectations of Staff

All staff are expected to:

- Consistently apply the lesson routines and behavioural systems agreed to both reward good behaviour and address unacceptable behaviour.
- Ensure safe learning environments for all pupils.
- Approach behaviour management with a Restorative attitude and seek in the first instances of unacceptable behaviour to de-escalate situations through Restorative Chat.
- Ensure that learning is relevant and has an appropriate level of challenge for all pupils.
- Where instances of unacceptable behaviour occur, take part in the process of Restorative Approaches. This will involve meeting with the pupil and participating in a Restorative Chat or Conference following the school's chosen process of conflict management.
- Record all incidents of poor behaviour onto the Class Charts System ensuring they enter and carry out the appropriate sanctions
- Any further concerns should initially be addressed through Faculty policy by the Head of Faculty.

The following related policies and appendices detail specific responsibilities of Governors, the Headteacher and staff in relation to managing pupil behaviour. These documents are:

- Lesson Routines
- Homework Policy
- Uniform Policy
- Exclusion Policy
- Searching, Screening and Confiscation – DFE 2014 and the appendices of associated documents
- Acceptable User Policy

APPENDIX 1

Pupils' Conduct Outside The School Gates

Pupils should always conduct themselves well outside of school. Teachers have the power to discipline pupils for misbehaving outside of the school premises 'to such an extent as is reasonable'.

Subject to the behaviour policy, teachers may discipline pupils for:

Misbehaviour when the pupil is:

- taking part in any school-organised or school-related activity
- travelling to or from school
- wearing school uniform
- 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 a member of staff, another pupil or member of the public
- could adversely affect the reputation of the school

In all cases of misbehaviour the teacher can only discipline the pupil on school premises or elsewhere when the pupil is under the lawful control of a staff member.

APPENDIX 2

Confiscation of Inappropriate Items

Also see Searching, screening and confiscation and the associated documents within the appendices – DFE 2014

Staff will confiscate items that lead to problems with the smooth running of the school, undermine the safety of pupils and staff on site or that contribute to poor pupil behaviour. Examples of these items are below.

- Fizzy drinks that have sugar in them including energy drinks (Yr7-11). Pupils are not permitted to bring these drinks on site. These drinks will not be sold in school to pupils in Yr7-11.
- Any item that a pupil is attempting to sell to other pupils on site without the permission of the school.
- Elastic objects that can potentially be flicked
- Chewing gum
- Laser pens
- Cigarettes / Lighters / E-cigarettes / vape pens
- Any other item that could impact on conduct or teaching and learning

Pupils are not permitted to use mobile phones around the site between 8.40am and 3.10pm unless they have permission from a member of staff. Phones should be in bags and turned off. Where pupils are found to be using mobile phones without permission they will be confiscated and taken to the Main Office either by the classroom teacher or by the person on Restorative Duty. Pupils can collect these phones at the end of the school day from Reception in the Sixth Form Block.

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

The general power to discipline 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. Items confiscated under the categories listed below will not be returned to the pupil or parent/carer (where appropriate they will be disposed of safely or, if necessary, handed into the police).

Power to search without consent for prohibited items including:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco, cigarettes or smoking paraphernalia (including vapour stick, electronic cigarettes or imitation cigarettes)
- 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

Weapons and knives, drugs 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.

Headteachers and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco, cigarettes and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

Use of Reasonable Force

Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

Appendix 3

Levels of Behaviour and Appropriate Sanctions

| BEHAVIOUR LEVEL | BEHAVIOUR TYPE | AVAILABLE SANCTIONS |
|---|---|---|
| <p>B1</p> <p>- 2 POINTS</p> <p>(dealt with by Classroom Teacher)</p> | <p>Disruptive Behaviour</p> <p>Talking Over Others</p> <p>Mobile Phone Out</p> <p>Getting out of Seat</p> <p>Name Calling</p> <p>Not Listening</p> <p>Energy / Fizzy Drinks</p> <p>Chewing Gum</p> <p>Using Inappropriate Language</p> <p>Not Following Instructions</p> <p>Lack of Respect for Others</p> <p>Quality of Work Not Meeting Expectations</p> <p>No Homework</p> | <ul style="list-style-type: none"> ● Verbal warning ● Move seats ● Time out (no more than 3 minutes) ● Restorative Chat ● Phone Call Home ● Class Teacher / Form Tutor Detention ● Confiscation of items ● Move to Work in Another Classroom ● Phone Call Home ● Letter Home ● Parental Meeting ● Call for Leadership |
| <p>B2</p> | <p>Dishonesty or lies</p> | <ul style="list-style-type: none"> ● Phone Call Home ● Detention ● Pastoral Detention |

| | | |
|--|---|--|
| <p>-10 POINTS</p> <p>(usually dealt with by Pastoral staff)</p> | <p>Theft</p> <p>Vandalism / Graffiti</p> <p>Fighting</p> <p>Smoking</p> <p>Intimidation / Threatening Behaviour</p> <p>Walking Away From Staff</p> <p>Inappropriate language Directed at Staff</p> <p>Serious Disruption</p> <p>Serious Verbal Abuse</p> <p>Truancy / Absconding</p> <p>Setting Off Fire Alarm</p> <p>Possession of Banned Items</p> <p>Missed Faculty / Head of Year Detention</p> <p>Quality of Work Not Meeting Expected Standards Across a Number of Subjects</p> | <ul style="list-style-type: none"> • Head of Year Report • Isolation (PL/ HOKS / SLT only) • Referral to Behaviour Support (HOKS / SLT only) • Parental Meeting • Home Visit • Restorative Justice • Exclusion Recommendation • Referral to Head of Key Stage Behaviour Panel • Behaviour Support Interventions • Re-Integration Strategies • CAF / TAF • Ed Psych Referral • Counsellor Referral • Referral to Outside Agencies |
| <p>B3</p> <p>-50 POINTS</p> <p>(usually dealt with by HOKS / SLT)</p> | <p>Sexualised Behaviour</p> <p>Substance Misuse</p> <p>Possession of an Offensive Weapon</p> <p>Possession and / or Use of Illegal Substances</p> <p>Possession of Drugs Paraphernalia</p> <p>Endangering the Safety of Others</p> <p>Use / Possession of Pornographic Material</p> | <ul style="list-style-type: none"> • Exclusion • Head of Key Stage Reports • SLT Report • Referral to Behaviour Support • Ed Psych Referral • Counsellor Referral • CAF / TAF • Referral to Outside Agency • ALT Ed Referral • Referral To Governor's Behaviour Panel • Referral To Pupil Placement Panel |

| | | |
|--|--|--|
| | Misuse of IT Assault Violence / Aggression Towards Staff Failed Managed Move | <ul style="list-style-type: none"> • Permanent Exclusion (Headteacher Only) |
|--|--|--|

The purpose of this table is to enable a consistent approach to behaviour management to be developed. It is not exhaustive and where staff, pupils or parents are concerned that poor behaviour has been inappropriately punished, either severely or too lightly, the Head of KS3, 4 or 5 should be consulted.

Appendix 4

Rewards Process

In order to ensure that all pupils receive positive points during their time at Whickham School Pupils can be awarded points by members of staff for a variety of reasons outlined on Class Charts under the appropriate 4 keys heading.

Through the Class Charts Pupil Application pupils can redeem their points for a variety of items in the virtual school shop.

The Parental Class Charts Application allows parents to have instant access to their child’s behaviour logs. Parents will be notified of any rewards and sanctions set in “Real Time”.

Appendix 5

Behaviour, Inclusion, Support

Behaviour Inclusion Support will focus on removing barriers to learning. The manager will ensure that BIS is run in a consistent manner. This is key to modifying behaviour and also to pupils understanding what is required of them.

Parental involvement at an earlier stage will ensure that being referred to Behaviour, Inclusion Support is seen as an escalation and is very serious.

METHODS OF INDUCTION

1. Planned Induction will usually be for a minimum of 2 days

Prior to the day of induction parents / carers to be contacted to discuss at the earliest opportunity on day of induction

Work will be organised in advance by Behaviour and Inclusion Support staff

2. Spontaneous Induction will usually be for a minimum of 2 days

Work to be requested via email - Behaviour and Inclusion Support staff

Pastoral Leader will contact parents / carers to discuss isolation on the day of induction

3. Agreed Phased Referral - Pupils to be out of Specified Lessons

Head of KS / SLT to agree that a pupil will not go to a specific lesson and will instead go to the Behaviour & Inclusion Support Zone for that subject for a number of lessons agreed by the Head of Key stage / Associate Deputy Headteacher Pastoral. This is to enable the resolution of any issues in that particular lesson and allow other pupils in the lesson to learn. Following this period of time pupils and staff must participate in a Restorative Justice Conversation to resolve any conflict.

BEHAVIOUR & INCLUSION SUPPORT STAFF

Will request and deliver appropriate course work

Will complete Pastoral Interventions (One to One and group work) working on the following issues

- Anger Management Intervention for KS3 and KS4
- Disruptive Behaviour Intervention
- Bullying
- Attitude and Respect
- Re integration to main school with parental / SLT involvement.
- Behaviour and Inclusion Support staff to compile report of the time spent in behaviour inclusion support and any interventions that may / can be applied to prevent further poor behaviour.

BEHAVIOUR & INCLUSION SUPPORT RULES

Behaviour & Inclusion Support is both a place of sanction and pastoral support. The silent working conditions ensure that effective calming pastoral support takes place for those who require it for a predetermined period of time.

- Time from 0840hrs to 1600hrs (1410 during SIH)
- All pupils will be checked for correct uniform and equipment
- Mobile phones will be handed to staff immediately upon arrival
- Learning equipment to be taken from bags and bags to be placed in "bag area"
- Internally excluded pupils are to face into their work booths at all times
- All pupils are to remain silent unless spoken to by a member of staff
- All pupils must do their best to complete allocated work

- All pupils will be expected to behave in accordance with Whickham School behaviour policy during the day
- All pupils will be polite and respectful to staff and each other
- Breaks and lunchtimes will be completed at desks in silence
- Toilet breaks will be allocated at break and lunch times for comfort of pupils

All pupils should expect that a parent / carer will be informed of their behaviour at the end of the day. This is to maintain confidence and transparency in the school's procedures

1. Any pupil who breaches Behaviour & Inclusion Support rules will complete a further day until no further breaches take place
2. Any pupil whose behaviour consistently breaches Behaviour and Inclusion Support rules will receive further sanction. Parents will be contacted and invited into school to discuss further measures required to moderate persistently poor behaviour.
3. Any pupil who truants or absconds from Behaviour and Inclusion Support will return to complete a minimum of 2 days upon their return to school. A meeting will be arranged with parents / carers.

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