

Behaviour Policy

Date approved:	Awaiting ratification by governors – July 2016
Review Frequency:	Annually
Date next review due:	July 2017
Scope of Policy:	This policy applies to all staff, students, governors and volunteers at Greatfields School

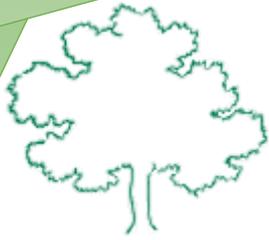
1.0 Principles

The Local Governing Board believes that in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is necessary. It seeks to create a caring and learning environment in the school by:

- promoting good behaviour and discipline,
- promoting self-esteem, self-discipline,
- proper regard for authority and positive
- relationships based on mutual respect,
- ensuring fairness of treatment for all,
- encouraging consistency of response to both positive and negative behaviour,
- promoting early intervention,
- providing a safe environment free from disruption, violence, bullying and any form of harassment,
- encouraging positive relationships with parents and carers

2.0 Roles and Responsibilities

- The Local Governing Board in consultation with the Executive Principal, Head of School, staff and



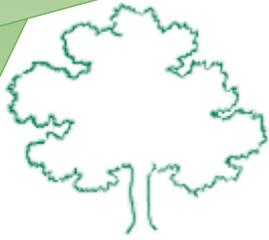
Head of School: Richard Paul, BA (Hons) MA

parents will keep the policy for the promotion of good behaviour under review. It will ensure that it is communicated to students and parents, is non-discriminatory and that expectations are clear.

- The Head of School is responsible for the implementation and day-to-day management of the policy and procedures.
- Staff, including teachers and support staff, will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Staff have a key role in advising the Head of School on the effectiveness of the policy and procedures. They also have responsibility, with the support of the Head of School, for creating a high quality learning environment, teaching good behaviour and implementing the agreed policy and procedures consistently.
- The Local Governing Board, Executive Principal, Head of School and staff will seek to ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality. They will also endeavour to ensure that the concerns of students are listened to and appropriately addressed.
- Parents and carers are encouraged to work in partnership with the school to assist the school in maintaining high standards of behaviour and will have the opportunity to raise with the school any issues arising from the operation of the policy.
- Students will be expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedure and expectations. Students also have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported.
- In line with the school's ethos, students themselves are given a stake in reviewing and monitoring the behaviour policy of the school. Students, in partnership with staff, parents and Governors, will help to develop the system of school rules, sanctions and rewards and refine the Code of Conduct.

3.0 High Expectations

Greatfields School sets the highest expectations of behaviour.



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It is made clear to students and their parents that the school is focussed relentlessly on achieving outstanding academic success, with each child fulfilling their potential, and that if this is to be achieved there is no room or time for disruptive behaviour, or negative attitudes to learning.

From day one the school expects students to see themselves as partners in learning with the staff, rather than in any form of confrontational relationship.

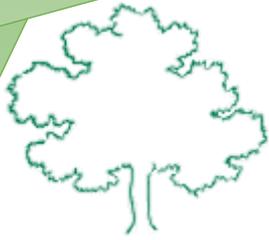
All students and their parents/carers are expected to sign a Home School agreement, outlining the expected behaviour for our school. This will be maintained on school trips and travelling between home and school.

Observing school uniform every day is an important factor in the behaviour policy at Greatfields School.

4.0 Positive Attitude to Learning

In order to nurture and develop a positive attitude to learning and ensure the absence of negative behaviours the school:

- Provides, through the ability banding system, a differentiated curriculum which is appropriate to each child's aptitudes and abilities, therefore maximising the likelihood that each child will feel appropriately provided for, challenged and supported.
- Insists upon the highest standards of classroom teaching, so that students feel motivated and engaged in lessons.
- Through the provision of an effective pastoral system, based on Year Groups, Heads of Year and Form Tutors and with the support of learning mentors and external agencies, provides every student with the individual support, challenge and mentoring needed to maintain positive attitudes to learning.
- Fully involves students themselves in the life of their school, through an effective school council and Student Learning Consultants attached to each department to give feedback on teaching and learning, so that students see their education as a joint endeavour with the staff of the school.



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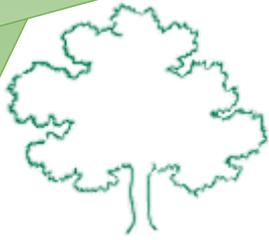
- Supports students in the Supported Band – approx 20% of the overall intake – to develop their emotional and social skills through a structured programme delivered as part of their Literacy Focus Group lessons, taught by one teacher for a significant proportion of their week to give these students stability and a key adult to relate to.
- Sets out clear, simple expectations for classroom behaviour, which ensure that no lessons are disrupted by poor behaviour, even of a very low level nature.
- Has set up a ‘three strikes and out’ lesson relocation system, whereby any student who breaks a classroom rule is given two clear warnings and then if he or she persists is relocated to a supervised silent room for the remainder of the lesson and given an after-school detention.
- Establishes close relationships with parents as key partners in maintaining positive attitudes to learning.
- Has a high-status, high profile school uniform, including a traditional blazer in a distinctive colour, and insists upon all students wearing the uniform correctly at all times, in order to foster a sense of community, identity and professionalism.
- Will seek to base a School Police Liaison Officer (as with all schools in the LA) at the school to offer advice and support to students and parents and assist with maintaining the security of the site.
- Ensures that all forms of bullying are not tolerated and are effectively dealt with by using a range of the sanctions listed above and the implementation of positive interventions such as peer mediation to achieve understanding and prevent re-offending.

5.0 School Code

The School Code sets out clearly the school’s expectations of students:

We expect students to share in the responsibility for their learning and progress:

- by coming to school every day; arriving promptly at school and at all lessons.
- by wearing only school uniform and not wearing outdoor clothing in lessons and assembly.



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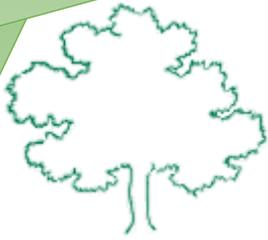
- by bringing to school and carrying to all lessons pens, pencil, ruler, rubber, diary, reading book, PE kit on the appropriate days, and all appropriate books and equipment for each lesson; by carrying all books and equipment in a strong bag or brief case which can be fastened.
- by co-operating with teachers and other adults and obeying instructions.
- by completing all the learning activities set to the highest standard possible.
- by undertaking all the assignments (homework) set and taking time to read, organise, revise, research, practise, and in any other way enhance school work at home.

We expect students to show respect and consideration for others:

- by behaving appropriately in lessons.
- by moving about the building quietly and carefully, using the left-hand side of corridors and stairs.
- by lining up and waiting quietly outside classrooms until invited to enter.
- by deploring and avoiding violence, including pushing, kicking or fighting (even in fun).
- by refraining from insults, verbal abuse and bad language (including swearing, sexist or racist comments).
- by not bringing on to school premises any object which could be dangerous or harmful (e.g. aerosol sprays, penknives, cigarettes, matches and lighters, personal stereos, radios).
- by being aware of health and safety issues and reporting quickly anything likely to be disruptive.
- by reporting any instances of bullying, intimidation or theft.

We expect students to share in the care of the building and school equipment:

- by not dropping litter and by picking up any dropped by others and putting it in a bin
- by eating and drinking only in the playground or designated dining areas
- by refraining from vandalism of any kind to the building or its contents; by reporting any vandalism seen
- by taking proper care of school equipment, including books and paper. We expect students to promote the good name of the school in the community:
- by behaving well and with consideration for others in the local area, particularly when coming to and leaving school
- by not congregating in groups outside the school or blocking the pavements; by refraining from use of bad language, smoking, or other undesirable behaviour when identifiably a member of the school
- by queuing properly to get on buses or coaches and once on, sitting quietly



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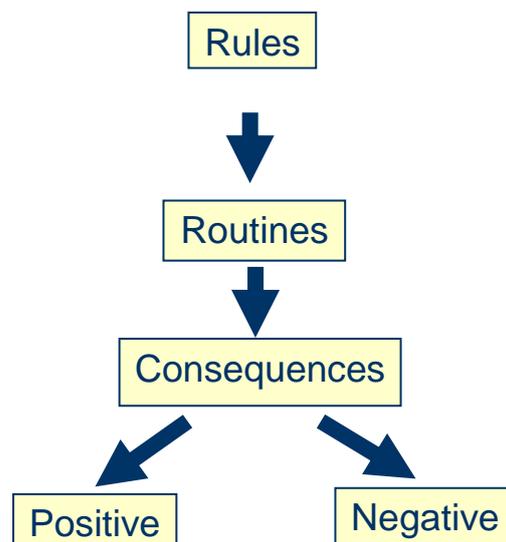
- by showing the highest standards of behaviour and courtesy when participating in any school journey, extracurricular activity or event or when representing the school in, for instance a team, or on work experience. - by achieving the highest standards of success in all aspects of school work.

6.0 Positive Behaviour Management Framework

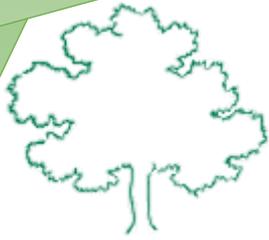
Rationale:

Consistency of delivery and expectations are a key element of ensuring that students are given clear guidelines of what is required, both academically and behaviourally. The behaviour management process at Greatfields School is aimed at creating a positive and pleasant environment in which students can learn and teachers facilitate learning.

Classroom Behaviour Plan



The management of behaviour has to encourage students to accept responsibility for their own



behaviour and learning. At all stages of the process the students have to have choices and accept the consequences of these choices.

7.0 Rewards

The school has set up a structured reward system, focused on academic progress and rewards students who have demonstrated a positive approach to learning and cooperation with the school's code of conduct.

When a student demonstrates a positive approach to learning and/or a co-operative attitude in their conduct or has excelled or made efforts in a particular activity, they are rewarded and praised.

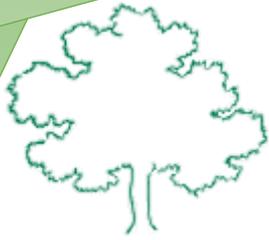
Examples of incentives and rewards to acknowledge positive behaviour, attitude and attendance:

- Postcards home to student and parents
- Head of School awards
- Roll call of merit in Year and School assemblies and tutor groups
- Honours boards in prominent places in the school to show student success in various fields
- Displays of photographs of teams, groups and individuals representing the school in a range of activities.
- Prizes awarded in annual ceremonies
- 100% attendance certificates awarded each term
- Badges to be awarded denoting good behaviour, attendance and achievement.

8.0 Sanctions

Purposes for Sanctions:

- For students to realise their role in the learning partnership.
- To provide a secure learning environment.
- To encourage personal development in order to function as a civilised member of society.
- For students to accept responsibility for their own behaviour



Students who break the learning code are giving clear warnings:

- 1st warning
- 2nd warning (lose merit)
- Relocation

Arriving late after the late bell will be a first warning.

Warnings should be clear and allow time for student to take up e.g. “Mary, that’s your first warning. You were talking whilst I was speaking. That breaks our learning code”.

This warning system is for low level high frequency behaviour. Serious incidents are dealt with separately by requesting senior staff support.

Low level high frequency behaviour includes:

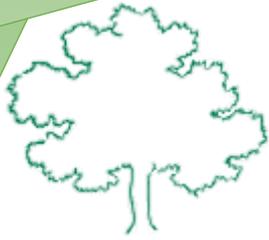
- Talking
- Being noisy
- Not working
- Disturbing other students
- Interrupting etc.

Staff can relocate a student by completing the relocation sheet on their computer desktop and then sending the student directly to the relocation venue, where a staff member will be expecting them.

Relocations are recorded on a database in order to monitor students and support staff. Six detentions result in a one day internal exclusion

8.1 Detention Procedures

Detentions are held after school in a central venue or with an individual staff member. Relocation detentions are run centrally after school and staff supervise on a rota basis. Each after school detention will be led by a Head of Year. To bring the power of the institution to bear upon students in relocation detention a rota has been drawn up to involve all staff.



Information on students who fail to attend relocation detention will be passed to the Head Head of Year for follow up. Information on students who misbehave or disrupt relocation detention will be passed to the Head of Year for follow up.

Detentions can also be set by staff with departments or year teams for:

- Failure to do homework
- Lateness
- Anti-social behaviour

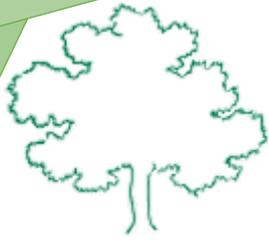
Detentions longer than 15 minutes and up to a maximum of one hour must be recorded in the students' diary. 24 hours notice needs to be given. As a general rule the school does not recommend whole class detentions.

Students who fail to attend a subject detention are referred in this first instance to the Head of Department who is required to reset the detention. If a student fails to attend a rescheduled detention, Heads of Department are to refer the student to their Head of Year

8.2 Academic Panels

There are academic panels which decide on the support and sanction given to students being regularly relocated. Sanctions and strategies available to panel are:

- Request meeting with parents
- Place student on report
- Issue an inclusion
- Departmental isolation
- Referral to outside agencies
- Removal of privileges e.g. participation in school visits
- Frequent reporting throughout the day to named member of staff
- Change of teaching group



9.0 Serious Incidents

Serious incidents should be dealt with as quickly as possible. Any incident involving physical aggression or serious verbal abuse (eg swearing, sexist or racist abuse) to a member of staff must be reported to a member of SLT immediately in addition to taking whatever immediate action seems desirable or possible.

Persistent or serious infractions of the School Behaviour Policy may result in students/parents/carers being requested to appear before the appropriate Local Governing Board Committee.

All members of staff witnessing a serious incident should make a written report as quickly as possible and send it to the person dealing with the incident or if that is not known to a member of SLT

No teacher may send a student home for disciplinary reasons without the permission of the Head of School.

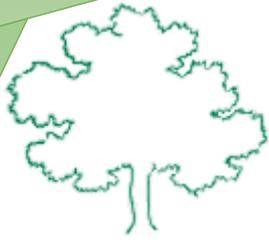
Corporal punishment is prohibited

10.0 Exclusions

The school has set up an internal exclusion system (one, two or three days) for any student who breaks the school's code of expectations in more serious ways – such as being rude to a teacher - than can be dealt with by other means such as relocation or detention.

Sparing use will be made of short fixed term exclusions for serious breaches of school discipline such as participating in a fight or refusal to accept authority. Fixed term exclusions of up to 5 days will take place at the student's home, with work provided by the school. Greatfields School buys into the support services of the Local Authority's Student Referral Unit for cases of fixed term exclusions over 5 days, when students will attend the PRU.

The school expects not to use permanent exclusion, except in the unlikely event of a totally unexpected, completely exceptional and one-off serious incident or repeated refusal to accept the authority of the school.



There are four categories of exclusion:

- One day Internal Exclusion. This takes place in school in a designated venue. Students work in that venue all day and are supervised by a member of support staff. Only SLT and Heads of Year can set a one day Internal Exclusion.
- Fixed term Internal Exclusion. This can be between 2-4 days and takes place in school where specialist support is given to the student to resolve the situation and prevent a reoccurrence. Only SLT can set a fixed term Internal Exclusion.
- Fixed term Exclusion. Only the Executive Principal or the Head of School acting for the Executive Principal can set a fixed term Exclusion. Ratification of these exclusions has to be done by the Local Governing Board. If the exclusion is for 5 days or more the student will attend the Local Authority's Student Referral Unit
- Permanent Exclusion. This is when the Executive Principal has made a decision that a student may not return to school. This decision is only taken in response to 'serious breaches of school's behaviour policy' and if allowing the student to remain in school would seriously harm the education or welfare of the student or of other students, staff or members of the wider community. Following the permanent exclusion hearing the parents have 15 days in which to appeal against the decision. Until this time period elapses the student remains the responsibility of the school.

When a decision to exclude has been made, parents are notified as quickly as possible. This may initially be by telephone call followed by a letter. If the student is being looked after by the Local Authority, the Social Services department should be informed.

The exclusion notification should state the reason for the exclusion, its duration and the date of the post exclusion meeting. It must also inform parents/carers of their