

Les Quennevais School

Behaviour For Learning Policy

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At Les Quennevais School we want to create the best place for teachers to teach and students to learn.

Aim

The aim of the Behaviour for Learning policy is to determine the boundaries of acceptable and unacceptable behaviour in lessons, rewards, and consequences and how they will be fairly and consistently applied.

Heads of Department / TWR's at Les Quennevais School will:

- Take an active role and have responsibility for managing behaviour for learning within their curriculum areas.
- Will review behaviour data within curriculum areas.
- Monitor our standardised approaches to behaviour management to ensure they are being used in managing behaviour proactively in lessons.

Staff at Les Quennevais School will:

- Ensure that teaching and learning is engaging, challenging, focused on progress and well matched to the needs of our students.
- Model and set classroom routines every lesson in order to help students establish good behaviour that leads to good progress. All classrooms will display the lesson routines expected and the warning procedures.
- All staff will follow the consequences chart to prevent low level disruption.
- Provide a respectful environment where students are supported and good relationships are formed.
- Support Behaviour Management by recording incidents to improve and maintain high standards of behaviour.
- Be ready at the start of lessons to welcome students into their classroom.

Students at Les Quennevais School will:

- Never bully or intimidate others.
- Speak politely, with courtesy and consideration to all members of our community.
- Accept that each of us is a unique individual. We all have the responsibility to maintain the dignity of others.
- Never use aggressive language or behaviour.

- Behave politely and sensibly on your way to and from school. We are ambassadors for our community. Our behaviour – good or bad – reflects on us all.
- Wear the Les Quennevais dress code and PE kit with pride, following the dress code guidelines in the Student Planner.

Readiness to Learn

- All students must arrive to lessons ready to learn and take responsibility for their learning and behaviour in the lesson.
- Students must arrive on time and wait quietly to be invited in to the classroom by the teacher.
- All students must have the right equipment ready to learn: pen, pencil, ruler, rubber and Planner.
- Students will stand behind their chairs quietly until the teacher is ready to begin the lesson.
- When students wish to contribute to the lesson they must put up their hands – not shout out.
- All students will follow the instructions of the teacher in each lesson they attend.
- When homework is set, students will return a quality piece of work they are proud of.

Consequences

Students will get a 1st warning for interrupting the learning of others or preventing their own learning by:

- Arriving late
- Calling out
- Moving out of their seat
- Failing to co-operate
- Failing to complete the required work

Students will receive a 2nd warning - if any of the above continues. This will result in a 30 minute detention with a class teacher.

Students who receive a 3rd warning will be exited from the lesson and a one hour detention will follow.

Exit room referrals can also be given for any offence deemed serious to warrant removal from the lesson without any prior warnings given. This is at the discretion of the class teacher and will incur a follow-up meeting and a detention.

Repeat Offences

Any student who repeatedly affects their own learning or the learning of others, a serious of interventions will follow:

- Parental contact and meeting
- Student is placed on report
- Student is removed from the lesson for a set period of time

- Student is placed in isolation
- Student is moved classes or removed from the subject at the discretion of the Headteacher

If a student's behaviour is considered a Safe Guarding issue then a MASH referral will be made by the School Designated Lead or the School based Education Welfare Officer.

Whole School Sanctions

There is a phased response to sanctions following repeated disruptive behaviour or a single serious event.

This phased response uses the different sanctions identified below in a manner which reflects the seriousness of the situation.

- After school detentions – with subject teacher, Head of Department, Head of Year, Head of Guidance, Behaviour Manager, Senior Leadership Team.
- Isolation/internal suspension – with a range of different staff including subject teacher, Head of Department, Head of Year, Head of Guidance, Behaviour Manager, Senior Leadership Team.
- Isolation for specific one to one programmes intended to develop and encourage changes in inappropriate choices that influence poor behaviour.
- Removal of a student's privilege to take part in extra-curricular activities such as clubs, representing the school, school trips, formal dinners, Balls, and any other events or privileges.
- Lunchtime exits and time-outs to manage corridor and break time misdemeanours.

External Suspension

Fixed Term exclusion – at the discretion of the Headteacher:

Students who continue to be abusive, aggressive, disruptive, who bully, who bring illegal substances or weapons into Les Quennevais School will be formally excluded from Les Quennevais School. Initially this is for a fixed period of time at the discretion of the Head teacher. Parents are required to attend any return to school meetings after suspension, to be part of the process of their readmission and clear about the targets set and conditions of any re-admission.

The Head teacher will seek the support and advice of the Director of Education for permanent exclusions if there has been a serious breach of the school's Behaviour Policy or when allowing a student to remain in school, will seriously harm the wellbeing of other members of the school community

APPENDIX 1

1st Detention set – class teacher

If the student does not attend:



Teacher to call home and reset the detention



If the student does not attend for 2nd time:



Teacher places student in Head of Department detention and writes home



If student fails to attend Head of Department detention:



Head of Department calls parents to discuss student's behaviour and agrees new detention date



If student fails to attend:



Student is placed in Senior Leadership Team detention (Fridays)



If student does not attend:



Parents will be called in and student will be internally suspended for next day until the detention is completed

Detention Slips

1. Teacher issuing the detention must give the student the white slip to give to parents to sign and return. Detentions must give at least 24 hours' notice.
2. Copy of slip goes to Head of Department, Head of Year and Form Tutor.

Exit Room Procedures

- Students can be exited on the 3rd warning of the consequence chart or if their behaviour is so severe that they cannot remain in the classroom, the class teacher must fill in the Exit onto SIMs (see procedure below) and send the student with work to the dedicated Exit Room.
- A follow up meeting must take place to reset the boundaries and expectations between teacher and student.
- A detention must be set following on exit referral by the class teacher.

Staff exiting student

- On SIMs complete the Behaviour window for the student. The following information needs to be completed:
 - Behaviour Type: Exit Room
 - Location: Choose correct subject
 - Status: Unresolved
 - Comments: Clearly stated facts. Number of warnings given and for what behaviours or reason for being exited. This **MUST** be fact and keep it simple. These comments will be sent home.
 - Save
- Send student to the allocated Exit Room with work to complete. If you are not confident the student will make it to the Exit Room, please send another student to tell the member of staff on duty that they should be expecting named student.
- Once detention has been completed by the student go back into the Behaviour for the student and change the Status from Unresolved to Resolved.

Staff of Exit Room Duty

- Open Behaviour for the student on Big SIMs or SLG
- Check and complete the following information:
 - Behaviour Types: Exit Room
 - Location: Subject
 - Time: Lesson number
 - Status: Unresolved
 - Comments: Check the comments made by teacher are facts only and that it is suitable for sending home. You may edit this as appropriate.
 - Press OK on the Behaviour window and Save

Head of Behaviour Support and Office

- Every Thursday an Exit Room Report will be run to identify all students that have been exited – HoBS
- Office staff will run an Exit Room Letter Report – these letters will be given to HoBS to check against Exit Room Report, sign and letters are sent out on Friday.
- HoBS – will forward a copy of the Exit Report to HOD and HOY for analysis.

Behaviour Outside of School (including outside the school day and school gates)

The Department for Education guidance 'Behaviour and Discipline in schools' (January 2016) gives schools the power discipline students for misbehaving outside the school premises to such an extent that is reasonable.

This power gives Les Quennevais School the right to discipline students when they are:

- Taking part in any school-organised or school-related activity,
- Travelling to and from school (including behaviour on buses)
- Wearing school uniform,
- In some other way identifiable as a student at Les Quennevais Or, 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 student or member of the public,
 - Could adversely affect the reputation of the school.

Any students whose behaviour is deemed inappropriate whilst on a trip/educational visit is likely to be banned from further visits in the future (the length of which will be decided by the school). Likewise students with a history of unacceptable behaviour will not be permitted on visits outside of school.

When students are wearing uniform they are ambassadors for the school and the behaviour of students outside of school can be considered as grounds for an exclusion.

The Power to search and confiscation

There are two sets of legal provisions within The Education Act 1997 (supported by the Department for Education guidance 'Behaviour and Discipline in schools', January 2016), which enable school staff to confiscate items from students.

1. 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.
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; and
 - Any item banned by the school rules which has been identified in the rules as an item which may be searched for. Staff will only search students where there is reasonable justification or concern that they may be carrying a prohibited item.

The misuse of drugs

Staff must always refer any suspicions concerning misuse of drugs to a member of SLT. All such reports will be investigated. (See Drugs Policy).

Smoking

All students caught smoking in and around the school premises or on the school buses will be investigated by a member of staff (usually Julie Ashley) and appropriate sanctions will be put in place.

Please note, the 2001 UK Tobacco Products Directive was updated in May 2016 so that e-cigarettes will be classified as a tobacco related product. In this way Les Quennevais School will deal with incidents of vaping in the same manner in which we deal with the smoking of tobacco products.

Bullying

Les Quennevais School is committed to working with students and parents to provide a learning environment that is secure and supportive so that all individuals can develop academically and socially free from fear of ridicule, harassment or physical threat. We aim to create an environment where all members of the school community feel safe, respected and valued. All children have an absolute right to be protected from others who may wish to harm, degrade or abuse them. Bullying of any kind is unacceptable at our school. Bullying may be verbal, physical or psychological. In fact any action which makes a child feel uncomfortable, insecure or threatened may be defined as bullying. The school disapproves of bullying in all its forms and considers it a most serious offence. As such, we have a separate policy that explains our approach and sanctions in greater detail.

Sexual Assault

The school will not tolerate any acts of sexual abuse or sexual assault. Parents/carers will be involved in all such cases, which may also be referred to the police and other outside agencies, for example MAST. The exclusion procedures will usually be initiated in all such cases. Consideration will be given for permanently excluding any student responsible for carrying out such an assault.

Sexual Harassment

Any cases of sexual harassment or alleged sexual harassment will be investigated thoroughly. All students involved in sexual harassment will be subject to serious sanctions including possible exclusion and all proven incidents will necessitate parental involvement.

Physical Assault

Les Quennevais School will not condone any form of physical assault for any reason and when assaults occur the students concerned will always be subject to serious sanctions. Parents/carers will be involved in all such cases, which may also be referred to the police. Guidance and senior members of staff will use when appropriate CCTV footage to investigate incidents occurring within the school grounds.

Abuse of Staff

Any abuse of staff will not be tolerated. All students who verbally abuse and/or threaten staff will be subject to serious sanctions and all reported incidents will necessitate parental/carer involvement.

School procedures for dealing with assault, harassment and abuse

- All cases of harassment, assault or abuse will be recorded on the student's file and the School's Bullying Log.
- The victim(s) and perpetrators will be asked to record events in writing.
- All cases of sexual harassment, assault or abuse will be dealt with by a senior member of staff.
- Perpetrators will be subject to serious sanctions, including internal and external exclusions dependent upon the severity of the offence.

Racism

The school is determined to eliminate racial discrimination, racial harassment or any other form of racial behaviour. In the case of all forms of racist behaviour where students are victims, the formal procedures of the School will be strictly adhered to and all cases of racist behaviour or alleged racist behaviour will be investigated thoroughly. All students involved in any form of racist behaviour will be subject to serious sanctions and all proven incidents will necessitate parental involvement.

School Procedures Where a student is subject to racist behaviour from a fellow student(s):

- All cases of racist behaviour will be reported to the appropriate Head Of Year who will officially record the incident in the Racist Log located in EM's office and in the perpetrators personal file on SIMS.
- Support will be provided for all victims of racist behaviour

Perpetrators of any form of racist behaviour will usually be subject to some form of exclusion. Repeat offenders of serious racist incidents (assault, abuse, damage to property etc) are likely to be permanently excluded.

Where a member of staff is racially abused by a student:

- The student concerned will be formally interviewed by the Head of Year and member of SLT
- The incident will be recorded as above and exclusion of the perpetrator will be the likely outcome.

Theft

Theft of property, either belonging to Les Quennevais School or to other students or staff will not be tolerated. In any proven cases of theft serious sanctions will apply, with a form of exclusion the probable outcome. All incidences of theft will be recorded and all cases of reported theft will be investigated thoroughly by the Head of Year. Parents/carers of both the perpetrator and the victim will be informed. Outside agencies (such as the police) will be involved if appropriate and in

instances where the victims of theft or parents of victims involve the police, the school will cooperate fully in any investigation.

Vandalism/Damage

Vandalism or causing damage to property will not be tolerated and acts of wilful damage to property in school will be subject to serious sanctions. All acts of damage/vandalism will be recorded and all reported cases will be investigated and parents involved. The school will seek reparation where serious and/or deliberate damage occurs.

Offensive Weapons

Students must not bring into school, or carry on the way to and from school, any dangerous and/or offensive weapon. This includes knives, guns of any description (for example air pistols) or any item that the school considers its purpose being to threaten or cause injury to a student or adult, including fireworks. Any student caught in possession of any such item (whether used or not) will be excluded and in most instances permanently. The school may also refer the incident to the police.

Radicalisation

In today's modern world, children may be exposed to radical and extremist views, both through the people they meet and through a wide range of media. Any colleague with concerns will inform the Designated safeguarding Lead (Cathy Moisan or Mandy Berner). Further details are in the School's Safeguarding Policy.

Use of reasonable force

Use of reasonable force guidance' (July 2013).

The use of reasonable force within schools to prevent students from hurting themselves or others from damaging property or from causing disorder. Examples where we may use reasonable force would include separating students who are fighting or to prevent a student causing harm to themselves. Any such use of force will be reasonable, proportionate and necessary. Within school we have a group of staff who have been MAYBO 2 trained - they are skilled in using de-escalation techniques, but will use positive handling techniques if reasonable force is required to resolve a situation. School staff will 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 pupil. All incidents where positive handling is required will be logged.