

Lady Hawkins' School

Behaviour Policy

This policy forms part of the statutory duty on the governing body by Section 88 of the Education and Inspections Act 2006. This policy also contains determination by the Headteacher in relation to after-school detentions as required by Section 92(3)(b) of the Education and Inspections Act 2006

Introduction

At Lady Hawkins' School we believe that promoting good behaviour is essential. Good behaviour allows learning to take place in an orderly, purposeful and enjoyable environment. It allows us all to thrive in a safe and inclusive environment which is free from negative behaviours and discrimination. It should be taken in conjunction with other policies, including those for Anti Bullying, Exclusions, Substance Misuse and Equal opportunities.

Aims

The behaviour policy seeks to set out a set of behavioural standards, which are understood by all who operate within the school. These standards are central to life at Lady Hawkins' School.

The aims are to promote a caring, inclusive environment where good attitudes to learning are able to be developed by:

- Promoting responsibility for our own behaviour
- Ensuring a consistency of approach to positive and negative behaviour
- Ensuring equal opportunities and fair treatment for all
- Allowing students to work in an environment that is not only free from disruption but also free from harassment, intimidation and bullying
- Encourages a positive relationship with parents, carers and outside agencies to develop a shared approach which involves them in the implementation of the school's policy and associated procedures.

Key Elements

Whilst the Policy is part of the statutory duties of the Governing Body, the Headteacher will be responsible for the implementation of day-to-day managements of the policy and procedures.

The implementation of the policy, giving due regard to the Public Sector Equality Duty, is the responsibility of all members of school staff who have responsibility for the supervision of students.

Parents and carers will be actively involved in the support of their children, and the school will encourage a climate where parents and carers feel able and welcome to give their accounts and views on the behaviour management of the school

Students are expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedures and expectations. They will be made aware also of the likely consequences of poor behaviour and the rewards available for good behaviour. Students will be encouraged to take responsibility for their social and learning environment making it safe and enjoyable by reporting all undesirable behaviour.

The Law

Lady Hawkins' School behaviour policy should set out what the school will do in response to all non-criminal behaviour or bullying which occurs anywhere off the school premises and which is witnessed by a staff member or reported to the school.

Headteachers have the power to discipline students for misbehaving whilst not on the school premises; Section 89(5) of the Education and Inspections Act 2006 gives them the power to regulate student's behaviour in these circumstances "to such an extent as is reasonable".

Detentions

Teachers have the legal power to put students into detention. These can be out of school hours. Parental consent is **not** required for detentions but the school **must** inform parents at least 24 hours before any detention is scheduled to take place after school hours.

Detentions for a first offence should be no longer than 30 minutes; failure to attend will increase this to 60 minutes. If a student fails to attend this then they will be set a day in the isolation room and still sit the original detention.

Confiscation of Inappropriate items

Section 550AA of the Education Act 1996 states that Headteachers and staff authorised by the Headteacher, have the power to search a student for:

- any article referred to by section 139 of the Criminal Justice Act 1988 (knives, blades etc.), of
- an offensive weapon (within the definition of the Prevention of Crime Act 1953)

Any search carried out must be conducted by a member of staff who is the same sex as the student, done in the presence of another member of staff of the same sex as the student and may not remove any clothing other than outer clothing i.e. any item of clothing that is being worn otherwise than wholly next to the skin or immediately over a garment being worn as underwear or a hat, shoes, boot, gloves or a scarf.

The school maintains the right to search students for alcohol, tobacco, smoking related items, E-cigs and drugs or drug related items.

Procedures

The procedures arising from this policy will be developed by the Headteacher in consultation with the staff. The procedures will make clear to the students how acceptable standards of behaviour can be achieved and will have a clear rationale which is made explicit to all staff, students and parents. The procedures will be monitored by the Headteacher or designated member of SLT, to ensure that they are being applied consistently and fairly.

Rewards

It is important to recognise hard work, effort, achievement and contribution to the wider school community which our students display.

House points are awarded for a 1 or 2 for BFL in each lesson. Additional points are awarded for participation in extracurricular events and for outstanding work. These points contribute towards individual rewards at the end of each term as well as towards the inter house competitions. Scores are regularly updated in assemblies and on the house notice boards.

Year 11 Prom

Attendance at the year 11 prom will be at the discretion of the Headteacher following careful consideration of the behaviour of the individual during the academic year.

Expectations and Sanctions

As far as possible, we will work to prevent poor behaviour rather than deal with issues as they arise. There will be times, however, when behaviour falls below acceptable standards. Our approach at LHS depends on clear expectations and consistently applied sanctions.

The **expectations**, via a student code of conduct will be reviewed annually by the Senior Leadership Team, following consultation with the student council.

Students are expected to:

- Conduct themselves at all times in a safe, sensible manner and show regard to others and their environment
- Be ready to learn at the start of every lesson
- Be on time for lessons
- Be equipped for each lesson
- Wear their uniform correctly at all times
- Follow the school rules

Staff will be expected to:

- Reinforce clear expectations of behaviour
- Follow agreed procedures to deal with inappropriate behaviour
- Promote and reinforce positive behaviour around school and in their classroom
- Record BFL and conduct appropriately using SIMS

Parents and carers are expected to:

- Work in partnership with the school to ensure positive behaviours
- Inform staff of any concerns
- Respond to concerns raised by staff
- Ensure that students come to school on time, in correct uniform, correctly equipped and ready to learn

Sanctions

The range of sanctions available may include:

- Nonverbal cues
- Verbal warnings
- Contact with parents/carers

- Report cards
- Detentions
- School based community service e.g. litter pick, weeding, tidying the school or removing graffiti etc.
- Time in the isolation room
- Fixed term exclusion
- Permanent exclusion

The first five of these are likely to be used at departmental level. Only members of the SLT may place students into the Isolation Room, as this is one step short of a fixed term exclusion. Only the Headteacher, or in the case of their absence, the Director of Studies, may exclude a student.

Students should be aware of the consequences of failing to meet the expectations of the LHS. The latest version of these sanctions is included in the appendices to this policy.

Any student whose phone is seen in school will have the phone removed from them and sent to the office for safe keeping. The phone will be returned to them at the end of the school day in the case of a first offence, subsequent offences will require their parent/carer to collect the item from Reception.

In dealing with incidents which are more serious, each case will be judged on its own circumstances as no two cases will be the same. The school will ensure that consistency is shown when deciding on sanctions.

When dealing with incidents of bullying or and type of discrimination, the requirements of the Anti-Bullying Policy and/or Equal Opportunities Policy will be taken into account and any statutory reporting carried out accordingly.

When dealing with poor behaviour by a student with Special Educational Needs (SEN), the SENCo will normally be consulted.

If the decision is made that a student must serve a period of fixed term exclusion, parents must take responsibility for their child. They must ensure that they are not in a public place without good reason during school hours and complete work provided by LHS. Any exclusion on a student's record has to be declared when writing a reference.

Persistent Poor Behaviour

In most cases, the school's sanctions will be effective in isolation. However, when a student persistently exhibits poor or disruptive behaviour, the pastoral team will instigate the involvement of external agencies in supporting the student to improve their behaviour. These may include:

- Referral to an Educational Psychologist
- Support of other agencies (CAMHS etc)
- Student Referral Unit

External agencies will normally be involved where a student has received a number of internal isolations or fixed term exclusions. The pastoral team may employ a range of behaviour monitoring techniques as a stratified basis to improve low level disruptive behaviour.

Application of Sanctions

Subject to this policy, Lady Hawkins' School may discipline students for misbehaviour when a student is taking part in any school organised or related activity and when travelling to or from school, as well as during the school day.

The Headteacher may discipline students to such extent as is determined to be reasonable when students are not on Lady Hawkins' School premises and are not under the lawful control or charge of a member of staff.

Travelling to and from School

Herefordshire Transport Department has produced a Travel Behaviour Code which is included in the appendices to this policy

Recording Behaviour Information

It is important that an accurate and up to date record of behavioural incident, along with the sanctions used, is maintained in school. This will enable the monitoring of the effectiveness of the policy to be carried out effectively.

Behaviour for Learning will be recorded in place of a present mark for all students in all contact lessons, including Tutor Period. These will be monitored daily and any sanctions required put in place either the following day or as soon after is practicable. These may include detentions, a period in Isolation, contact with home etc. Issues relating to BFL or conduct will be reported to the SLT at their weekly meeting.

Support for Staff

Staff will be given appropriate training and support where required on the School's Behaviour Policy. Additional training for newly qualified teachers and new staff will be made available where needed during induction or by the SCITT coordinator.

Monitoring and Evaluation

Behaviour data will be monitored by the SLT and Chair of Governors. This process will inform discussions via the governing body to inform future revisions of the Policy and associated procedures.

This policy will be reviewed by governors on an annual basis.

Support for Parents

Lady Hawkins' School endeavours to work closely with parents/carers. The following strategies are available to support parents:

- Written reports
- Timely responses from staff following parental contact
- Contact from school to parents regarding student behaviour
- Support from Parent Governors on the Governing Body

Appendix A Sanctions Guidelines

The Senior Leadership Team and SENCO reserve the right to vary the sanction list below in excess or in relief depending on the severity and context of the behaviour and action.

The Headteacher is sanctioned under Section 89 of the Education and Inspections act 2006 to determine the measures for making the rules and provision for disciplinary punishments not listed. These measures should be published in writing.

	Example of Behaviour	Application of Sanctions
Level 1	<p>Low level disruption to own learning , unexplained lateness, lack of equipment</p> <p>Poor choices of language/name calling</p> <p>Lack of Homework</p>	<p>BFL graded at a 3 for lesson</p> <p>Recorded as behaviour event on SIMS</p> <p>Recorded as behaviour event on SIMS</p>
Level 2	<p>Disruption to learning of others as described in BFL code</p> <p>Repeat of level 1 behaviour</p>	<p>BFL graded at a 4 for lesson</p> <p>Recorded on SIMS and SLT alerted, contact made with home</p>
Level 3	<p>Three BFL scores of 4 in a week, or 4 scores at 3 in a week</p> <p>More serious first offence such as swearing, bullying, verbal abuse, truancy, vandalism of school property, failure to carry out instruction</p>	<p>Following discussion with a member of SLT, appropriate period of time to be served in the Isolation Room to allow reflection on impact of actions.</p> <p>Contact made with Parent/Carer</p>
Level 4	<p>Repeat of any Level 3 offense</p>	<p>After school detention with Headteacher/SLT</p>
Level 5	<p>Persistent bad behaviour, physical assault, homophobia/racism (under the terms of racial equality), possession of offensive weapon, possession of drugs or drug related equipment, arson, physical assault on member of staff, failure to behave in isolation room, swearing at member of staff</p>	<p>Headteacher's sanctions to include extended period in isolation, fixed term exclusion or permanent exclusion.</p> <p>Students who are to be readmitted to school following a period of exclusion will be required to attend a meeting with the Headteacher, student and parent/carer to sign a "return to school contract" outlining the terms of their readmission. They will be supported via a PSP or IEP as required.</p>