

GOWERTON SCHOOL



BEHAVIOUR POLICY

Revised 01.01.19

 <p>RIGHTS RESPECTING SCHOOLS</p> <hr/> <p>unicef  UNITED KINGDOM</p> <p>LEVEL 1</p>	<p>Article 19 You have the right to be protected from being hurt and mistreated, in body or mind.</p>
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Behaviour, Discipline and Learning

Policy and Practice

Overview

The prime purpose of this policy is to reinforce the school's first two aims. Briefly, this means: Maintenance of an environment in which all feel safe and secure and in which learning is the top priority.

The school also has a responsibility to promote the values which are at the core of a decent society (e.g. honesty and truthfulness), but it is recognised that parents have a greater role and responsibility in this area. It is important that the school works in partnership with parents to promote shared values.

Our approach is to encourage good discipline by having clearly explained high expectations, and by praising good work, good behaviour and effort. Our aim is to reinforce positive aspects of pupils' and students' attitudes to their education and their lives. There are many situations in which this positive approach should be employed, but the most important is the role of the classroom teacher – in teaching style, through positive responses in lessons and in marking, and through positive reinforcement in public areas around the school. It is also important to respond in a firm, measured way whenever behaviour is inappropriate.

Gowerton School is a Rights Respecting School - Gold Award. This policy is designed so that we adhere to and uphold the core principles of the charter, with particular focus on:

Article 3 (Best interests of the child)

Article 19 (Protection from all forms of violence)

Article 28: (Right to education)

Article 29 (Goals of education)

This document is divided into 8 further sections, as follows:

- Section 1 School Expectations and Rationale
- Section 2 Home School Contract
- Section 3 School Rules and Requirements
- Section 4 Expectations of Staff
- Section 5 Stages of Behaviour - Dealing with negative attitudes to learning
- Section 6 Mobile Phone Policy
- Section 7 Rewards and Sanctions
- Section 8 Internet use
- Section 9 Signature



Section 1

School Expectations

Gowerton pupils are expected to:

1. Attend school regularly and always on time.
2.
 - a) Obey classroom and library rules and instructions given by teachers and others in a position of authority or care.
 - b) Bring all necessary books, homework, equipment and kit in a suitable bag.
 - c) Complete and hand in homework and coursework on time.
 - d) **NEVER behave in a way which disrupts teaching or makes it difficult for others to learn.**
3.
 - a) Act with courtesy and consideration at all times.
 - b) Try to understand other people's point of view.
 - c) Respect the rights and property of others.
 - d) Speak and behave politely to everyone.
4. Move sensibly and safely around the school
5. Keep the school clean and tidy, using the litter bins provided.
6. Stay on school premises and away from out of bounds areas.
7. Wear uniform to, from and in school.
8. Never use a mobile telephone or other personal communication, photographic or recording equipment at school, unless authorised to do so by a supervising teacher.
9. Never bring, display or distribute any offensive image, recording or written material in school, electronically or otherwise.
10. Never smoke or be in the company of smokers in school or on the way to/from school.
11. Never bring to school:
 - a) Smoking materials
 - b) Alcohol
 - c) Any substance intended for abuse
 - d) Any illegal or undesirable item or substance (including anything which could be seen as an offensive weapon)
12. Never be involved in illegal activities.

Rationale

It is vital that all students see that there are a wide range of rewards for working and behaving well, and for being positive members of the school community. It should be noted that research has consistently shown that the rewards that students value beyond all others are genuine teacher praise and recognition.

SIMS and PARS will be the primary vehicle for recording pupil achievements and displays of negative attitudes to learning. The entering of this data on SIMS and PARS does not in itself resolve the issue but it does communicate issues and ensure that there is a graduated approach to modifying challenging behaviour.

In dealing with poor attitudes to learning, the class/form teacher will only refer on if they feel that they can take no further steps to improve the situation and have used both positive and consequential strategies in the process.

Department leaders are to monitor achievement and attitudes to learning (ATL) across the department.

Pupil Learning Coordinators (PLC) will monitor achievement and ATL across the curriculum.

Key Stage Managers will access internal and external provision in liaison with the Deputy Headteacher.

Aims of policy

It is important to remember that the many of our students go through school life avoiding any sanctions. Students respond to positive acknowledgement and this achievement system:

- Is inclusive, credible and motivational
- Recognises and rewards genuine effort and attainment
- Promotes positive behaviour across all aspects of the school.

It is essential that every member of staff records both behavioural issues and achievements for **ALL** students. There can be **no** positive impact with students if achievements are not recorded as readily as behavioural issues.

Achievements will be recorded on SIMS or PARS. This must be done daily by ALL staff if it is to be inclusive and fair.

Section 2 : HOME/SCHOOL CONTRACT BETWEEN PUPILS, SCHOOL AND PARENTS

PUPIL NAME: FORM:

Ysgol Tregŵyr
Gowerton
School



Pupil's promises

I will:

- Arrive at school on time every day and attend all my lessons;
- Do all my schoolwork and homework to the best of my ability;
- Wear the right uniform and bring the right books and equipment every day;
- Follow the school rules and do as I am told by teachers and school staff;
- Behave with courtesy and respect to school staff, to other pupils and to other people;
- Treat school property and other people's property, including the school's neighbours' property, with respect;
- Ask for help if I need it.

I will not:

- Leave school during the school day without permission from school and from my parents or guardians;
- Use threatening or abusive words or behaviour;
- Bring knives, blades or other sharp instruments to school;
- Use any item as an offensive weapon or instrument;
- Use a mobile telephone or other personal communication, photographic or recording equipment at school;
- Bring any offensive image, recording or written material to school, electronically or otherwise;
- Display or distribute any offensive image, recording or written material at school, electronically or otherwise;
- Bring alcohol, tobacco, or narcotic substances or paraphernalia to school or use them at school;
- Do anything to damage anything that belongs the school or to other people;
- Behave in or out of school in any way which threatens the maintenance of good behaviour and discipline among the pupil body.

I have read and understood these promises and I agree to keep them. Signed: Date:..... (Pupil)

School's promises

Gowerton School will:

- Provide you with teaching and support to enable you to achieve your potential;
- Encourage you to have a high standard of work and behaviour;
- Give you a safe, happy and caring school environment;
- Make sure that you know who to go to for help if you have difficulties at school;
- Keep you and your parents or guardians informed about your progress;
- Support you through any difficulties you may have in your school life;
- Welcome and encourage you and your parents or guardians to be involved in school life.
- Discipline pupils who break the school rules (see 'notes' below).

Gowerton School will keep these promises.

Signed: Date:.....(Headteacher)

Parent's promises

- I will make sure that my child attends school on time each day;
- I will make sure that my child has the right books and equipment with him/her each day;
- I will tell the school about any difficulties which my child may have in his or her school life;
- I will reply promptly to messages from the school about my child's conduct or progress;
- I will not communicate with my child on his or her mobile telephone during the school day;
- I will telephone the school if I need to contact my child urgently;
- I will make sure that my child remembers the promises in this contract;
- I will support and encourage my child to keep his/her promises in this contract;
- I will not allow my child to truant from school.

I have read and understood these promises and I agree to keep them Signed: Date:..... (Parent/guardian)

Section 3: School Rules & Requirements – information for parents and pupils

Gowerton School is an ordered and caring community. It seeks to provide an environment in which all pupils are safe and can work and develop to the best of their ability. All pupils are expected to behave with consideration for the needs and rights of others at all times; this is clearly set out in the Behaviour Code which is issued to all pupils.

Breaches of the Behaviour Code are punished. Punishments may include extra work, and detention. There is a formal official school detention held for one hour every Wednesday at the end of the school day.

In all matters of discipline the school seeks to work in partnership with parents. Parents are encouraged to telephone the school to make an appointment to discuss any matter which is causing concern. **It is most unlikely that anyone who arrives at the school without an appointment will be able to be seen.**

Regulations & Requirements

The following are the school rules in a little more detail than they are presented to pupils in the Behaviour Code. It is expected that parents and pupils will recognise the necessity for them and be supportive of the school in maintaining them.

1. (a) **Pupils should attend school regularly.** Any pupil absent should bring a note explaining the absence immediately on returning to school. In addition, parents should notify the school (by telephone) of the reason for absence as soon as possible, and preferably on the first day of absence.

(b) A note should be brought **prior** to known absence (e.g. medical/dental work).

(c) **Holidays** A pupil's education can be significantly damaged by the taking of holidays during term-time. We actively **discourage** the taking of holidays during term-time, and do not set work in such circumstances. Exceptionally, parents should apply in writing to the Headteacher for permission for a holiday to be taken during term-time.

(d) **Lateness** Pupils should be at registration points by 8.25 am for registration at 8.30 am.

Late Arrival

Up to 8.50 am pupils should report to registration

After 8.50 am pupils should report to the GOFAL to sign the Late Book.

The teacher of the first lesson the pupil will register the child as 'late'.

If the pupil is **very** late, a parental note indicating knowledge of lateness and the reason is required.

2. **In class, pupils should make it as easy as possible for everyone to learn and for the teacher to teach.** This means:

(a) Behaving sensibly in lessons and following the teacher's instructions immediately and without question.

(b) Arriving punctually to lessons with all things necessary for that lesson, including specialist equipment or kit and **completed homework** and/or coursework.

(c) Beginning and ending lessons in an orderly and courteous manner.

Any behaviour which disrupts teaching or impedes the learning of others strikes at the very core of the school's function, and will be treated very seriously.

3. **Pupils should always:**
 - (a) **Act with courtesy and consideration at all times.**
 - (b) **Try to understand other people's point of view.**
 - (c) **Respect the rights and property of others.**
 - (d) **Speak and behave politely to everyone.**

4. **Pupils should move sensibly and safely around the school.** There should be no running, barging or shouting in corridors. In crowded areas and corridors pupils should keep to the left.

5. **The school should be kept clean and tidy so that it is a pleasant and welcoming place all can be proud of.** All litter should be put in bins. Graffiti must not be written on walls or furniture.

6. **It is important for everyone to be in the right place at the right time.**
 - (a) Certain areas are out of bounds – pupils should not go to them.
 - (b) **During the school day and at lunch break** pupils must not leave school premises without specific permission from the Pupil Learning Coordinator (PLC) or Year Tutor. KS5 pupils may leave school premises at lunchtime provided that they behave in a responsible manner which reflects well on them as individuals and on the school. In the event of any problems this privilege will be withdrawn immediately and parents informed of the reason.

7. **Correct school uniform is to be worn in school and on the way to and from school** (Uniform detail attached).

8. **Cigarettes, e-cigarettes, matches, vape devices and lighters must not be brought to school.** There must be no smoking in school or on the way to and from school.

9. **Pupils should not bring to school**
 - (a) **any valuable property** as the school cannot accept responsibility for its safety.
 - (b) **alcohol**
 - (c) **any substance intended for abuse**
 - (d) **any illegal or undesirable item or substance** (including **anything** which could be seen as an offensive weapon).

Safekeeping (Games/PE etc) – Parents are strongly urged not to allow pupils to bring valuable items or large sums of money to school. The school cannot accept responsibility for these. The Games/PE changing rooms will be locked, but staff have been advised not to accept items for safekeeping as there has been abuse of this system. If keeping such items or large sums of money is unavoidable, these should be checked into the school office. Where large sums of money are required for trips etc. crossed cheques should be sent in.

10. **Pupils must never be involved in illegal activities** of any kind, in or out of school.

THE SCHOOL REGARDS OBSERVANCE OF THESE RULES AS VERY IMPORTANT, BOTH IN SCHOOL AND ON THE JOURNEY TO AND FROM SCHOOL, INCLUDING ON BUSES. FAILURE TO KEEP TO THE RULES WILL RESULT IN DISCIPLINARY ACTION.

SECTION 4 : Expectation of Staff

Class/Form teacher expectations:

- Ensure that you arrive to lessons before the students wherever possible;
- Stand at the door and monitor the area near your classroom;
- Greet the class at the door;
- Ensure that all classes have a seating plan that maximises learning and minimises disruption;
- Insist that all coats are off and bags are on the chair;
- Books, planners and equipment should be placed on the desk at the start of the lesson;
- Registers are to be taken as close to the start of the lesson as possible, and in silence or during a suitable starter activity;
- Have high expectations of students and their work;
- Mark and assess students' work in line with the school's teaching, learning and assessment policy;
- Set regular and meaningful homework;
- Students must be dismissed on the bell.
- Any behavioural incident can be recorded with additional commentary added at the end of the day;
- No child is to be allowed to be out of class without a teacher's pass;
- Be relentlessly positive; reminding students of the school code of conduct at all relevant opportunities.
- Always refer to the visual code of conduct when addressing any incident of negative behaviour in lesson or around the school (See Appendix 6).

Pupil Learning Coordinators expectations:

- Identify potential hot-spots across the year group and support staff across the school;
- Be vigilant around the school in order to regularly monitor student attitudes to learning. Use at least two non-contacts per fortnight to for this;
- Monitor PARS entries on a daily basis to ensure that you can strategically address identified areas;
- Ensure that staff receive feedback, in person if possible, about incidents and outcomes;
- Liaise with parents at the earliest opportunity to discuss progress of children (positive and causes for concern);
- Ensure all form tutors employ positive behaviour management strategies;
- Ensure that individual teachers receive feedback regarding any incident that has occurred;
- Take a lead role in communicating and celebrating student success e.g. phone call, website;
- Ensure that form tutors are consistent in implementing common routines during the registration time.

Department Leader expectations:

- Stand in the corridor during lesson transitions in order to offer a presence in the area;
- Monitor PARS behaviour log on a weekly basis and identify patterns of achievement and behaviour via 'behaviour by subject report';
- Support individual staff that experience difficulties with particular groups through a range of strategies including peer observation, contact home, changing of class, joint planning, use of IEPs, discussion with LL;
- Ensure that all members of the department employ positive behaviour management strategies;
- Monitor classes in area when not teaching or when staff are absent;
- Ensure that individual teachers receive feedback regarding any incident that has occurred;
- Take a lead role in communicating and celebrating student success e.g. phone call, website;
- Ensure that appropriate cover work is left by any member of the department.

Section 5: Gowerton School Stages of Behaviour

Dealing with negative attitudes to learning

PARS and Sims must be used to log all information, at every stage (including detail of what the member of staff has done to resolve)

STAGE 1

VERBAL WARNING

STAGE 2

CHANGE WORKING AREA

STAGE 3

5 MINUTE EXCLUSION (MAXIMUM) THIS IS A COOLING OFF PERIOD AND A CHANCE TO REFLECT
RECORDED ON SIMS BY SUBJECT TEACHER (HOY NOTIFIED)

STAGE 4

REFERRAL TO HEAD OF DEPARTMENT
RECORDED ON SIMS BY HOD (HOY NOTIFIED)

STAGE 5

HOD TO CONTACT HEADSHIP

Section 6: Mobile Phone Policy:

Mobile Phones are banned between 08.30am and 03.05pm during the school day.

The Supervising Teacher may provide omission for the use of a mobile phone.

When a mobile phone is confiscated it will be stored in the Main Office.

7. In the first instance the pupil can collect from the main office at the end of the school day.

8. In the second instance a parent/guardian or nominated adult will be required to collect the mobile phone.

9. Persistence offence may result in an individual being requested to not bring a mobile device to school.

Section 7: Rewards and Sanctions

Pupils have a right to an education which is not disrupted or diminished by the actions of others. Good behaviour allows pupils to learn. Poor behaviour undermines the whole process of learning. This policy is designed to reward and promote good behaviour and to discourage poor behaviour.

Section 7a – Positive Reward Scheme

Department and Pastoral Rewards

Positive Reward Scheme

These are awarded to pupils for:

- “Outstanding Achievement” (or)
- “Consistent good behaviour/work/attitude” (or)
- “Considerable improvement in behaviour/work/attitude

They are recorded by the awarding member of staff directly on to pars or sims. Reward points are collated and various rewards are issued each term. These range from early break and lunch, access to cinema time, access to reward trips, front of the queue passes and individual prizes in a reward draw - undertaken per year group.

Section 7b – Sanctions

From time to time pupils may not behave appropriately. It is then necessary to respond fairly and to be consistent. It is also necessary to be able to respond flexibly to individual circumstances. Automatic or mechanistic punishments are usually counter-productive. Sanctions can be broadly divided into punishments (e.g. detention) and other actions used in response to behaviour problems (e.g. involving outside agencies). The type of sanction employed will depend upon individual circumstances.

Classroom Behaviour

Classroom behaviour is managed in accordance with the “stages of behaviour” as outlined in Section 5.

If there is a **severe** incident, in which the classroom teacher feels that it is essential to remove the pupil from the classroom, in order to avoid further disruption or confrontation then the staff member can call for a member of the SLT to assist. **This system must not be used unless there is a major problem and a need for immediate help.**

Responses to particular situations

In the following situations the response of the teacher involved will be automatic:

Offence	Response
Smoking	Refer to PLC. Official School Detention will be given.

Swearing at another pupil, outside the classroom situation	Oral reprimand – referral to PLC if appropriate.
Incorrect uniform	<i>Form Tutor</i> : oral reprimand and recording in the first offence. For further offences refer to PLC, who will contact parents, using the standard letter.

In all other situations responses, of necessity, will vary. The following rough "ground rules" give an indication of appropriate responses in most cases.

Offence	"Ground Rule" Response
Bullying	Referred to PLC, who will investigate a deal with appropriately.
Persistent disruptive behaviour	Referred to PLC, who may put pupil on report and/or contact parents to attend a meeting in school. If problems persist, pupil may be issued a Behaviour Contract or PSP
Obscenity/Extreme rudeness to staff	Referred to PLC, who will involve Senior Leadership Team if severe.
Truancy	Referred to PLC, who will give Official School Detention and/or involve Educational Welfare Officer (EWO) and parents if persistent. Penalty Notice information if available from the Local Authority (Tel: 01792 636000).
Fighting	If more serious than "horseplay", refer to PLC, who may decide to involve Headship Team in severe cases.
Alcohol, solvent or substance abuse	Referred to PLC, who will consult with Headship Team.
Theft	Referred to PLC, who will consult with Headship Team.

In case where sanctions referred to above prove to be ineffective the following responses can be implemented:

- Development and implementation of Pastoral Support Plan and/or Individual Behaviour Plan;
- Use of Learning Support Assistant;
- Referral to Educational Psychologist and/or Behaviour Specialist;
- Modification of curriculum;
- Internal Exclusion;
- Referral to Disciplinary Panel;
- Education Other Than At School (EOTAS);
- External exclusion.



Section 8:

INTERNET USE

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

The Internet is provided for pupils to conduct research and communicate.

Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Computer storage areas and portable drives will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks would ever be private.

During school lesson times, teachers will guide pupils toward the appropriate materials. Outside of school, families bear responsibility for such guidance, as they do with information sources, such as television, telephones, movies, radio and other potentially offensive media.

The following are NOT permitted:

1. Send, display or transfer, in any format, offensive messages or pictures.
2. Use of obscene language.
3. Harass, insult or attack others in any form or media.
4. Damaging computers, computer systems or computer networks.
5. Violation of copyright laws and intellectual property rights.
6. Plagiarism – copying work from the Internet to pass off as one's own.
7. Use of other's passwords.
8. Trespass in other person's folders, work or files.
9. Intentionally waste limited resources.
10. Conduct any action contrary to the Computer Misuse Act.
11. Access of unsuitable and inappropriate sites.
12. Storage of unsuitable and inappropriate materials on user space.

SANCTIONS

1. Violations of the above rules could result in a temporary or permanent ban on Internet use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour in line with the existing school discipline policy.

As a pupil user of the Internet, I have read the above Guidelines and I agree to comply with the school rules on its use. I will use the net work in a responsible way and observe all restrictions explained to me by the school.

Pupil Signature **Date**
Pupil Name **Reg. Group**

Please complete and return this form to the school

Section 9



POLICY NAME: *Behaviour Policy*

REVIEWED BY: *Ethos & Wellbeing Subcommittee*

DATE REVIEWED: *5th December 2018*

DATE TO FGB: *17th December 2018*

SIGNED: *Morrison W. Frew.*

PRINT NAME: Mr Morrison Frew

DATE NEXT DUE TO BE REVIEWED: *Autumn 2021*