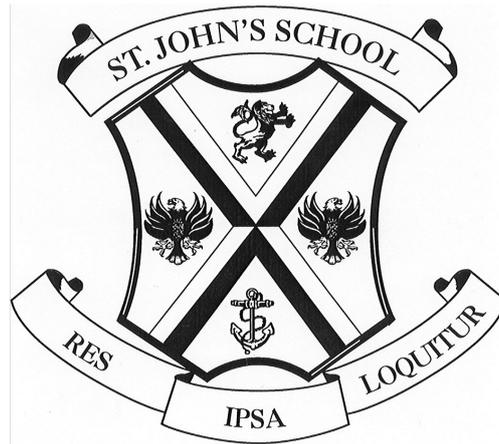


# St. John's Senior School



# Behaviour Policy

<b>Last reviewed by the leadership team</b>	<b>Last reviewed by the advisory board</b>
September 2018	November 2018

## **Policy for Behaviour and Discipline**

### **Aims**

- To develop a whole School Behaviour Policy supported and followed by the whole School community, parents, teachers, and pupils, based on a sense of community and shared values
- By applying positive policies to create a caring, family atmosphere in which teaching and learning can take place in a safe and happy environment
- To teach, through the School curriculum, values and attitudes as well as knowledge and skills. (This will promote responsible behaviour, encourage self-discipline and encourage in pupils a respect for themselves, for other people and for property)
- To encourage good behaviour rather than to simply punish bad behaviour by providing a range of rewards for pupils of all ages and abilities
- To make clear to pupils the distinction between minor and more serious misbehaviour and the range of sanctions that will follow
- To treat problems when they occur in a caring and sympathetic manner in the hope of achieving an improvement in behaviour

### **Code of Conduct**

- All members of the School community are asked to respect each other
- All pupils are expected to respect their teachers, other adults and fellow pupils
- All pupils are expected to respect their own and other people's property and to take care of books and equipment
- Pupils are asked to be well-behaved, well-mannered and attentive
- Pupils should walk (not run) when moving around School
- If a pupil has a grievance against another pupil, it must be reported to a member of staff who will deal with the matter
- Physical violence is not acceptable, neither is retaliation. Repeated or serious incidents will lead to exclusion
- Foul or abusive language must not be used. Minor breaches will be treated as shown below, but repeated or serious incidents will lead to suspension or exclusion.

- Pupils are expected to be punctual. Pupils are expected to sign in if they are late in the 'sign in/out' book in the register tray outside the main office.
- If pupils need to leave earlier for an appointment, they are expected to sign out in the same book,
- Pupils must not bring any of the following prohibited items into school;
  - knives or weapons;
  - alcohol;
  - illegal drugs;
  - tobacco and cigarette papers;
  - fireworks;
  - pornographic images;
  - any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or
  - to cause personal injury to, or damage to the property of, any person (including the pupil).

Where a pupil has brought a forbidden item into school, staff at the school will take the item into safekeeping. We use the guidance set out in 'Searching, screening and confiscation' (DfE 2018) to ensure that staff, pupils and visitors to the school are kept safe for harm. Because of the severity of this, any pupil who possesses a forbidden item at School or on a School activity will almost certainly be suspended and may be expelled.

Pupils should wear the correct School uniform. Jewellery (apart from watches and plain stud earrings for girls) or trainers (except on greens days) should not be worn. Hair attire should be simple and in School colours.

This code of conduct has been formulated with the safety and well-being of the pupils in mind, and to enable the School to function efficiently as a place of learning.

The Headteacher and authorised staff can also search for any item banned by the School rules which has been identified in the rules as an item which may be searched for.

### **Rewards: Incentive Scheme**

A major aim of the School policy is to encourage pupils to practise good behaviour by operating a system of praise and reward. This is for all pupils.

The St. John's Senior School scheme is based on the House Point System, through which pupils can be rewarded for academic and non-academic achievements, for effort and for being caring, and for all aspects of good work and behaviour.

The pupils in the School have been divided into four Houses – Moles, Water Rats, Toads and Badgers. Pupils are awarded House Points for thoughtfulness, being helpful, good work etc. Each House's points are counted up at the end of each term, the winning House is announced in assembly. A wooden wall chart with coloured arrows will show the progress of each House termly; this is displayed in the Dining

Hall. We hope that pupils will encourage members of their House to try their best in every aspect of School life.

Once a year, a Prize Giving Ceremony is held (in October), where prizes are awarded for academic achievement in each subject for each year group alongside certificates for achievements attained in the Key Stage 3, 4, 5, Lamda, certificates and trophies or cups for outstanding achievement in various areas of sporting activities.

In addition, each teacher gives verbal or written praise as often as possible.

Pupils are encouraged to display their achievements in and out of School in assemblies and on their own achievements board, such as Work of the Month, inside the lobby, as well as at the yearly Art Exhibition, cake making and Poetry competitions.

Most pupils respond to this positive approach where their efforts are seen to be valued, and make considerable efforts to improve their work, and, where necessary, their behaviour.

### **Other Schemes used to help children understand the difference between 'right and wrong' behaviour.**

Our counsellor, Anita Lonsdale, visits the school regularly to talk to the pupils about various aspects relating to Health and Wellbeing, Relationships and Living in the Wider World. She also offers parenting classes to our parents during evening meetings about the problems that today's parents face and how best to deal with behaviour issues at home. This helps to consolidate the work done in school and promotes a united front to the pupils from both school and home.

We use a selection of visiting speakers, such as a representative from CEOP, who comes to talk to our pupils about behaviour and safety online. Other visiting speakers from the wider community and various charities give talks to enrich the pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Our responsibility to our pupils is to ensure that they can critically assess the information they receive as to its value to themselves and that the information is aligned to the ethos and values of the School and British values.

### **Sanctions**

Sadly, there will be times when students are badly behaved. Students need to discover where the bounds of acceptable behaviour lie, as this is a part of growing up. Each Form teacher discusses the School rules with their Form. In this way, every pupil in the School knows the standard of behaviour expected. If there are incidents of anti-social behaviour, the Form teacher discusses these with the whole class during registration time. The safety of the pupils is paramount in all situations.

The School uses a number of sanctions to enforce School rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately for each individual situation.

- We expect pupils to be attentive in lessons. If they are consistently inattentive, teachers will give a warning, may move them to a place in the room where they can be overseen more easily or move them to sit on their own depending on the classroom lay-out. If a child continues to act in this way, they may be punished by a withdrawal of privileges such as play time or attendance at class trips and workshops.
- We expect pupils to try their best in all activities. If they do not do so, we may ask them to repeat a task or activity.
- If a pupil is disruptive in class, the teacher will verbally reprimand them and will give them a warning. If a pupil misbehaves repeatedly, we may send the pupil outside the Headteacher's office, we may isolate the pupil from the rest of the class, until they calm down and are prepared to comply with the teacher's expectations that they will work co-operatively alongside others.
- If a pupil threatens, hurts or bullies another pupil, the class teacher will record the incident and inform the Headteacher; the pupil will be punished or/ and suspended depending on the incident. If a pupil repeatedly acts in a way that disrupts or upsets others, the School contacts the pupil's parents or carers and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the pupil, with the full co-operation of the parents.

Minor breaches of discipline are generally dealt with by the class teacher in a caring, supportive and fair manner, with some flexibility regarding the age of the pupil, as far as sanctions are concerned. Each case is treated individually. Generally, pupils are made aware that they are responsible for their own actions and that breaking rules will lead to sanctions.

Normal sanctions include a verbal reprimand and reminder of expected behaviour, loss of free time such as lunch times, loss of House Point, letters of apology, litter duty, Detention papers and a few pages of handwriting, an after-School or Form detention. Parents will be involved at the earliest possible stage, if problems are persistent or recurring. Pupils may then be placed on a weekly report system to monitor their behaviour with parents' support.

Major breaches of discipline include physical assault, deliberate damage to property, stealing, bringing a forbidden item into school (as specified on page 2), leaving the School premises without permission, verbal abuse, refusal to work and disruptive behaviour in class. These types of behaviour are generally rare and it is the responsibility of the Head teacher or the Deputy Head teacher who will deal with it severely, particularly if the problem keeps recurring.

The School does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all pupils attend School free from fear.

The standard procedure for this sort of problem follows a set pattern. Failure to improve leads automatically to the next stage, each stage is recorded on Behaviour Watch.

### **Procedures for Dealing with Major Breaches of Discipline**

- A verbal warning by the Headteacher or Deputy Headteacher as to future conduct
- Withdrawal from class off-site visits or workshops
- Parents will be informed about the problem, either by telephone or by letter
- Internal or external suspension
- A meeting with parents, and either a warning given about the next stage unless there is an improvement in the pupil's behaviour
- If the problem is severe or recurring, then exclusion procedures are implemented
- In the unlikely event that a pupil is found to be missing during the day, a thorough search of the School and grounds will be carried out. If the pupil still cannot be found, the police and the pupil's parents will be informed immediately. To safeguard against this happening, the School operates the following policy:
  1. Pupils are greeted at the door each morning by a teacher on duty, who shakes their hand. They then move into their class, a teacher on walk about will patrol to supervise their behaviour until the Form Teacher arrives. The specialist teacher will then take the class. Pupils are released at the end of the day directly by the Form teacher who shake their hands and wish them a good evening. Teachers are on duty on the piazza when pupils are collected by their parents, whilst a member of staff monitors the safe arrival and departure of the cars.
  2. Pupils are not allowed to leave the classroom during lessons. If an urgent need to visit the toilet arises, then the teacher will give them permission and monitor their time out.
  3. During break and lunch times, teacher/s are on duty at all times when the pupils are at play in designated areas.
  4. The School's boundary fences are maintained in good order.
  5. In exceptional circumstances, the School reserves the right to abandon the normal procedure and ask a parent to remove their child from School straight away.

## **Lunchtime Supervision**

At lunchtime, dining hall supervision is carried out by a member of staff; this is based on a rota system. Staff are expected to maintain order. Usually this consists of reminding pupils of the standard of behaviour expected.

The Kitchen Staff must be treated with the respect expected by all adults and pupils at St. John's Senior School. Verbal or physical abuse will not be tolerated.

Persistent or serious misbehaviour at lunchtime is brought to the attention of the Headteacher or the Deputy Headteacher. Procedures for dealing with persistent misbehaviour as detailed above are followed.

## **The role of the Headteacher**

- It is the responsibility of the Headteacher, under the Education and Inspections Act 2006, to implement the School behaviour policy consistently throughout the School. It is also the responsibility of the Headteacher to ensure the health, safety and welfare of all pupils in the School.
- The Headteacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy.
- The Headteacher has the responsibility for giving fixed-term suspensions to individual pupils for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Headteacher may permanently exclude a pupil. If the Headteacher suspends a pupil, parents will be informed immediately giving reasons for the suspension.

## **The role of the class teacher**

- It is the responsibility of class teachers to ensure that the School rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time.
- The class teachers in our School have high expectations of the pupils with regard to behaviour, and they strive to ensure that all pupils work to the best of their ability.
- The class teacher treats each pupil fairly, and enforces the classroom code consistently. The teachers treat all pupils in their classes with respect and understanding.
- If a pupil misbehaves repeatedly in class, the class teacher keeps a record of all such incidents on the Behaviour Watch system. In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from his or her Head of Department, a member of the SMT, the Deputy Head or the Head teacher.

- The class teacher reports to parents about the progress of each pupil in their class, in line with the whole-School policy. The class teacher may also contact a parent if there are concerns about the academic progress and behaviour of a pupil after getting permission from the Headteacher.

### **The role of parents**

- The School collaborates actively with parents, so that pupils receive consistent messages about how to behave at home and at School. Our School Counsellor offers evening parenting classes to advise parents on how to deal with the problems faced by parents today.
- We explain the School rules in the School prospectus, and we expect parents to read them and support them.
- We expect parents to support their pupil's learning, and to cooperate with the School. We try to build a supportive dialogue between the home and the School, and we inform parents immediately if we have concerns about their pupil's welfare or behaviour.
- If the School has to use reasonable sanctions to punish a pupil, we expect parents to support the actions of the School. If parents have any concerns about the way that their pupil has been treated, they should initially contact the Form teacher. If these discussions cannot resolve the problem, then the Deputy Head or Headteacher should be contacted.

### Parents can help:

- By recognising that an effective School behaviour policy requires close partnership between parents, teachers and pupils
- By discussing the School rules with their pupil, emphasising their support of them and assisting when possible with their enforcement
- By attending Parents' Evenings, parents' functions and by developing informal contacts with School
- By knowing that learning and teaching cannot take place without sound discipline
- By remembering that staff deal with behaviour problems patiently and positively

### **Sanctions**

At all times staff should encourage good behaviour through praise and rewards. No member of staff must in any way physically chastise a pupil.

If there is a need for sanctions then the following may be used, depending on each pupil's needs:

- Talk to the pupil – discuss what has happened
- Discussion in groups or whole class
- Move the pupil from the group to work on his/her own
- Repeat work
- Behaviour weekly report with set targets
- Remove pupil from the class
- Parental involvement
- Exclusion from form trips and workshops
- Sanctions as in discipline policy

Serious incidents, for example, swearing, fighting, bullying, are recorded on the Behaviour Watch system.

### **Behaviour Watch**

This is used to record:

- Any incidents involving a pupil, or anyone employed in School which results in personal injury or damage to property
- Loss, theft, or damage to property
- Significant disciplinary measures taken by a member of staff against a pupil, as stated above and must always be recorded
- Any other incidents or matters of a serious nature

These incidents are ones which may give rise to disciplinary or legal action or become a matter of public interest (for example confrontational incidents, absconding etc).

### **Challenging Behaviour**

Challenging behaviour can take the form of:

- Verbal abuse
- Physical abuse

- Assault
- Defiant refusal
- Absconding

### **Intervention**

All members of staff are aware of the regulations regarding the use of force by teachers, as set out in the document '*Use of Reasonable Force in Schools*' (DfE 2013).

Teachers in our School must not use any kind of physical force as punishment. They will only intervene physically to restrain pupils in order to prevent injury to a pupil, or if a pupil is in danger of hurting him/herself. The restraining actions that we take are in line with government guidelines on the restraint of pupils.

If a pupil violently attacks another pupil or adult and does not respond to requests to calm down, then physical restraint is necessary. Physical intervention should always be done with care and, preferably, take place within view of another adult. Restraint should always be for the shortest possible time.

The pupil should be removed from the situation as soon as possible and taken to a member of the Senior Management Team who will take immediate action to involve parents.

The Log Book should be filled in and the situation discussed with the Deputy Head or Headteacher.

The Headteacher or Deputy Headteacher will work with the member of staff and parents to devise an action plan to meet that pupil's needs. This may include the involvement of other agencies, for example, Social Services, Child Psychologist or the School Counsellor.

### **St. John's Senior School: Behaviour Modification Policy**

At St. John's Senior School, most of the pupils are well behaved. There are, however, occasions when individual pupils exhibit behaviour which is unacceptable. As part of the approach within our discipline policy of rewards and sanctions we use behaviour modification strategies to change individual pupils' behaviour. These are used by all staff. Each pupil is different, so it is important that the cause of the behaviour is investigated and plans made to meet individual needs.

A wide range of rewards are used to reinforce positive behaviour. These can include:

- Change in classroom organisation.
- Using different resources.

- Rewards of stars/smiley faces on work, house points, merit/courtesy badges.
- Use of certificates.
- Sharing good behaviour with other pupils/other classes.
- Involving parents at an early stage to make an action plan together, which is tailor-made to the individual pupil concerned.

By using a positive system of rewards, and reinforcing good behaviour we help pupils to feel good about themselves.

### **Sexual Violence and Sexual Harassment**

Sexual violence and sexual harassment can occur between two children of any sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. At St. John's Prep & Senior School, we believe that sexual violence and sexual harassment is never acceptable and all such incidents will be taken seriously.

Reports of sexual violence, including rape, assault by penetration and indecent assault will always be reported to the police. The school will always take seriously any incidents of sexual harassment, including sexual comments, 'jokes' or taunting, physical behaviour, displaying pictures, photos or drawings of a sexual nature; and online sexual harassment.

Our school recognises that some pupils are at greater risk of sexual violence and sexual harassment, including those with SEN and disabilities, and may need further support. Reports of sexual violence or sexual harassment will be dealt with by the Designated Safeguarding Lead. Some incidents must be reported to the police or social services, others may be dealt with in school.

Our curriculum will help young people develop healthy, respectful relationships with each other, and with staff.

### **Drug- and alcohol-related incidents**

It is the policy of this School that no pupil should bring any drug, legal or illegal, to School.

If a pupil needs medication during the School day, the parent or guardian should notify the School and sign a permission slip for the medication to be brought. This should be taken directly to the Secretary in the main office for safekeeping. Any medication needed by a pupil while in School must be taken under the supervision of the Secretary. In case of a residential or a School trip abroad, the group leader or the teacher in charge of the pupil will look after the medication and will supervise the administration according to parental written consent.

The School will take very seriously misuse of any substances such as glue, other solvents, or alcohol. The parents or guardians of any pupil involved will always be notified. Any pupil who deliberately brings substances into School for the purpose of

misuse will be punished by a fixed-term exclusion. If the offence is repeated, the pupil will be permanently excluded and the Police and Social Services will be informed.

If any pupil is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that pupil to be taken home and the procedures detailed in our Alcohol and Drugs Policy will be followed.

It is forbidden for anyone, adult or pupil, to bring onto the School premises illegal drugs. Any pupil who is found to have brought to School any type of illegal substance will be punished by a temporary exclusion. The pupil will not be readmitted to the School until a parent or guardian of the pupil has visited the School and discussed the seriousness of the incident with the Headteacher.

If the offence is repeated, the pupil will be permanently excluded.

If a pupil is found to have deliberately brought illegal substances into School, and is found to be distributing these to other pupils for money, the pupil will be permanently excluded from the School. The Police and Social Services will also be informed.

The School reserves the right to make use of drug dogs, testing strategies or take any other necessary measure to monitor any drug use and identify the culprit.

### **Knives and Offensive Weapons**

It is illegal to carry knives or other offensive weapons on and around School premises. St. John's Prep. & Senior School recognises that the presence of weapons, or items which could potentially be offensive weapons, in the School would not only create unacceptable risks of bullying, injury or death, but also create a climate that undermines the educational purposes of the School. It is therefore the School Policy to forbid the possession, custody and use of weapons by unauthorised persons in, on, or around the School premises and during School activities. These rules apply at all times.

For the purpose of this Policy a "weapon" is:

- A firearm of any description, including starting pistols, air guns and any type of replica or toy gun;
- Knives, including all variations of bladed objects i.e. pocket knives, craft knives, scissors etc.;
- Explosives, including fireworks, aerosol sprays, lighters, matches;
- Laser pens or other objects, even if manufactured for a non-violent purpose but has a potentially violent use, i.e. the purpose or keeping or carrying the object is for use, or threat or use, as a weapon.

Any student found to be in breach of the Policy shall be subject to action under this Behaviour Policy. This could mean fixed or permanent exclusion from the school. In some circumstances the police might also be contacted.