



Behaviour Policy 2020 COVID amendments

Approved by Board of Directors

Date:

Review Date:

BEHAVIOUR POLICY 2020-21

Section 1

1.1 Vision

This policy is based upon the principle that all members of the school should be treated and treat others fairly, honestly and with respect and in line with our vision for education, reflecting that of the Church of England, asking 'for everyone to be the best they can be'. Inclusive in our vision is the common good of the whole community and its environment. We welcome diversity, respect freedom of religion and belief, and encourage all to contribute to our community.

This Behaviour Policy acknowledges the school's legal duties under the Equality Act 2010 in respect of safeguarding and in respect of students with Special Educational Needs and Disabilities (SEND). In addition, this policy takes account of guidance provided by the Department of Education in relation to behaviour and discipline, screening and searching students, 'the balance of probability', confiscation of inappropriate items, the power to use reasonable force and other physical contact. In addition this policy works alongside the Safeguarding policy and is viewed within the framework of statutory guidance in "Keeping Children Safe in Education".

1.2 Under the Education and Inspections Act 2006 it is the right of the school:

- To make clear the school's statutory power to discipline students and that students and parents will need to respect this.
- To enforce their school behaviour policy – including rules and disciplinary measures.
- To expect students and parents' cooperation in maintaining an orderly climate for learning.
- To expect student and parents to respect the rights of other students and adults in the school.
- To take firm action against students who harass or denigrate teachers or other school staff, on or off premises – engaging external support services, including the police, as appropriate.

1.3 Equally, it is the responsibility of the school:

- To ensure the whole school community is informed about the principles of the school behaviour policy.
- To ensure the school behaviour policy does not discriminate against any student on e.g. grounds of race, gender, disability or sexual orientation and that it promotes good relations between different communities.
- To ensure staff are clear about the extent of their disciplinary authority and receive necessary professional development on behaviour strategies.
- To support, praise and as appropriate reward students' good behaviour.
- To apply sanctions fairly, consistently, proportionately and reasonably – taking account of SEND, disability and the needs of vulnerable children and offering support as appropriate.
- To make alternative provision for fixed period excluded students, and where appropriate, to arrange reintegration interviews for parents at the end of a fixed period exclusion
- To take all reasonable measures to protect the safety and wellbeing of staff and students, including preventing all forms of bullying and dealing effectively with reports and complaints about bullying.

- To promote positive behaviour through active development of students' social, emotional and behavioural skills.
- To keep parents informed of their child's behaviour – good as well as bad, use appropriate methods of engaging them and, where necessary, support them in meeting their parental responsibilities.
- To work with other agencies to promote community cohesion and safety.

Section 2

2.1 Promoting good behaviour

We are committed to the modelling and teaching of good behaviour and recognise that all interactions within school provide the opportunity to model it.

Staff recognise that lesson content, classroom management and organisation and teaching and learning strategies are all contributory factors to student behaviour. Staff may use various reports to monitor and track good or improved behaviour (see **Appendix 2.1**).

2.2 Code of Conduct

The governors are committed to securing the well-being of all members of the school community by creating a safe, secure and stimulating learning environment. Shaftesbury School has guidelines for student conduct and classroom expectations which are designed to set high standards of behaviour and to be consistently applied by members of staff (see **Appendix 2.2a and 2.2b**). However, discretion and individual circumstances will be taken account of when deciding on action. We are committed to ensuring the welfare of all students. Vulnerable students, including looked after children, those with SEND, physical or mental needs, will receive behavioural support according to their needs. Students will carry Aspiration cards and Behaviour cards to reward and check how they are following the code of conduct during unstructured times (see **Appendix 2.2c**). All students carry these and are expected to follow the code at all times – failure to will result in a sanction.

2.3 Sanctions (see table **Appendix 2.3a**)

Where appropriate, staff will use non-sanction based methods, as part of good teaching and learning, to manage behaviour in the classroom before resorting to application of the available sanctions (see **Appendix 2.3b**). This may not always be possible. Placing students outside a classroom unattended is not normally appropriate, **however, a student may need to use this time outside to reflect, calm themselves down or to give the teacher an opportunity to address them away from the rest of the class**. In serious circumstances it may be necessary for a student to be removed from a lesson by another member of staff. In this instance the original member of staff remains responsible for **following up why this happened with the parent/carer and recording the incident**. Help of a senior member of staff may be requested via On-call. Some students have time-out cards and should be permitted to leave the classroom if time-out is required. **The student's pastoral leader will state how long they can use the time-out card for**.

Staff should always seek to use the lowest significance of sanction to achieve a change in behaviour. In the case of uncertainty staff should consult with a more senior or experienced colleague. Sanctions and rewards should be proportionate to the incident.

The best behaviour management is based on mutual respect. If staff are confident, well-prepared and give students a challenging but enjoyable experience then good behaviour will follow. Where sanctions are needed, they are best applied by the member of staff concerned, with the aim of repairing and improving relationships or teaching the consequences of actions. **Some sanctions are centralised, however the member of staff should always have that conversation with the student in an attempt to re-build the relationship following the incident.**

Sanctions are more likely to promote positive behaviour and regular attendance if students see them as fair and are less likely to be challenged by parents if they are administered as part of a staged response.

2.3.1 Detentions

Detentions are a standard consequence, arranged by the teachers for infringements of the code of conduct in the lesson **and around the school**. These will be at a time determined by the teacher; break time, lunch time or after school. Failure to attend may lead to an extended after school Head of Department detention, and/or Progress Leader detention. Detentions beyond the end of the school day require parental notice and this is normally 24 hours. Teachers must not cause a student to miss a bus by detaining them at the end of the day without appropriate notice to parents. Escalation could result in a Leadership detention.

Following the Government's guidance around COVID-19, staff have been asked not to set break time or lunch time detentions where it is likely the student may come into contact with a student from another year group bubble. If a member of staff is teaching the same year group for their next lesson, a break or lunch time detention CAN be used.

2.3.2 Isolation

Students who commit more serious behaviours and/or are On-called twice in a day will be removed from main school circulation and placed into 'Isolation' to complete work. Students who fail to attend Leadership detentions will also be placed into Isolation. Parents will be notified of Isolations by either phone, email or letter. When a student is in Isolation they will be required to hand over their mobile phone. If a student receives 2x isolations within one week, there will be a discussion between the senior team about a further sanction that could result in a period of exclusion.

Following the Government's guidance around COVID-19, we are currently not running isolations in our isolation room.

2.3.3 Fixed Term Exclusions

FTE will be used for an instance of serious misconduct, physical abuse of a school member, continued refusal to abide by the rules and/or do as requested by a member of staff, bringing the school into disrepute or a continuation of poor behaviour and hitting the behaviour point concern threshold. A student will be deemed to be acting as a member of the school irrespective of the time of the incident/issue if it is proved to be school related. Parents will be contacted by telephone, and will also receive an official letter from the school outlining details of the exclusion and work will be issued to the student **via their Knowledge Organiser, (for KS3 students) and GCSE specific work, (including online learning platforms) for KS4 students. Students will also have a personal reading book in KS3 as part of our Literacy programme and would be expected to carry out their 25 minutes of reading each day of their exclusion, (or more if they wish).** Parents and students will then attend an interview with either their Year Progress Leader or with a senior member of staff,

(dependent on the level of exclusion they are on), before the return to school where expectations for improvement will be discussed. A Pupil Support Plan has to be completed for a student returning from Fixed Term exclusion.

2.3.4 Managed Move

Where a student persistently disrupts learning, is being persistently on-called and/or has committed other significant behaviours and faces a possible Permanent Exclusion, a Managed Move may be used to give the student a fresh start. Only the Headteacher can agree a Managed Move and each move will begin with a meeting with the County's **Inclusion** officer. A series of review meetings to measure the success will be carried out. In case of a failed Managed Move the student would return to the home school and could face a Permanent Exclusion.

2.3.5 Permanent Exclusion

A student may face being permanently excluded if they continue to display poor behaviour or commit an incident of a very serious nature. This may include incidents surrounding drug use or possession, violence, or persistent difficult, challenging and serious behaviour. Only the Headteacher and CEO can issue a Permanent Exclusion.

2.3.6 Behaviour systems (see Appendix 2.3.7)

All incidents to be logged by the class teacher or investigating teacher on SIMS. Action taken must be completed and a detention slot selected on SIMS to track the sanction in case of possible escalation or non-attendance.

- Class teachers to refer to HOD if further action is required.
- Tutors refer to YPL if further action is required.
- YPL and HOD to refer to Line Manager **or senior staff** if further action is required.

2.3.7 On-Call

If a student disrupts the class to the point that the teacher no longer deems them fit to be in the class, the student will be On-called. A member of staff will collect the student and take them to Isolation. The On-call member of staff will decide if they can return to further lessons. Two On-calls in a day leads to isolation for one whole day. This may cross over to the next day.

It is the role of the teacher who on-called to log the incident on SIMS and **for them to contact home to let parents/carers know why they needed to on-call their child from the lesson**. If the student is kept in isolation the On-call member of staff must inform parents and staff of this action taken.

All students who are On-called will automatically be placed into the On-call Leadership detention – these run once a week per key stage – failure to attend will result in a Leadership detention after school on a Wednesday with the Headteacher. Other areas may be used for On-call if the Isolation room is busy.

Following the Government's guidance around COVID-19, we are currently not running isolations in our isolation room and our On-call system is now only used for three types of emergencies; 1) Physical violence 2) Swearing at a member of staff 3) Breaking COVID rules and regulations that the school has laid out for students.

Section 3

3.1 Bullying

Bullying is being persistently hurt, frightened or threatened by someone else. Nobody deserves to be bullied; everyone has a right to feel safe in and out of school. Bullying will not be tolerated.

Students do not deserve:

- To suffer verbal abuse
- To suffer racist, homophobic or sexist comments/ and behaviour
- To be hit or physically hurt
- To have possessions stolen or touched without permission

Nobody should suffer the results of other people's actions. It is everyone's responsibility – staff and students – to prevent bullying. Students are encouraged to talk to any member of staff with whom they feel comfortable.

The school has a separate Anti-Bullying Policy.

Section 4

4.1 Use of Reasonable Force

In certain circumstances all members of school staff have a legal power to use reasonable force to maintain good order and discipline in the classroom and to prevent students from:

- Committing an offence
- Hurting themselves or others
- Damaging property
- Causing disorder

This power will also apply to people whom the Headteacher has temporarily put in charge of students such as volunteers or parents accompanying students on a school organised visit. Up-to-date records are kept of any incidents where restraint is used and parents will be informed of such incidents. No member of staff is to put their own safety or professional status at risk by taking such action.

4.2 Confiscated items and searches

Searches may be conducted by school staff authorised to do so by the Headteacher or Senior Leaders. These are subject to DfE guidance on the law. To be lawful, confiscation must be a reasonable sanction in the circumstances of the particular case. Decisions about retention and disposal of confiscated property must also be reasonable in the circumstances of the particular case.

Prohibited items include:

Weapons (or anything deemed to be able to be used as a weapon), knives, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, electronic cigarettes, vapes and associated liquids, fireworks, pornographic images, any article that could be used to cause harm and any item banned by the school rules.

The School has a zero tolerance on drugs. Any student found with drugs on them in school will face an exclusion.

4.3 Electronic Devices

Policy Statement on mobile and electronic devices in school. This statement covers all personal electronic devices, including telephones, laptops, e-readers and other small electronic items.

Students are encouraged not to bring expensive items to school and if parents allow students to bring them the school accepts no liability for their loss or damage unless caused directly by the actions of school staff. If students bring these items to school then they should retain these with them during the day and remain responsible for them. All electronic devices must remain switched off in school.

Items will be confiscated by the school where they are not used in line with this policy. Where the school becomes aware of misuse of an electronic device then it is liable to confiscation for an extended period and subsequent action may be taken within the scope of the behaviour policy and appropriate legislation.

Section 5

Support for Parents

- Home school agreement to clarify expectations
- Information evenings for parents on specific issues
- Letters home regarding child's behaviour, including positive feedback
- Parents' evenings
- Face to face meetings for early intervention; advice given for strategies to use
- Referrals are made to relevant outside agencies
- Reintegration meetings after exclusions to avoid future problems

Section 6

6.1 Staff Roles and Responsibilities (see Appendix 6.1)

All adults have a statutory authority to discipline students whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction.

The responsibility also applies to all paid staff with responsibility for students, such as teaching assistants, as laid out below.

Subject Teachers are responsible for consistently following the school agreed Behaviour Policy and for meeting the school's expectations. Whilst we acknowledge that every teacher will have their own strategies for addressing inappropriate conduct, the rewards and sanctions are applied in line with the School's agreed Behaviour Policy

6.2 Guidance for staff:

6.2.1 Lateness

There are standard consequences for students who are persistently late to school. Students who are less than 10 minutes late are sanctioned by the tutor. Students who are 10 or more minutes late are placed into the Punctuality detention on a set break time. School starts at 8:35am and students are late as of then. These mixed year group detentions are centralised and run by a Senior Leader. Lateness to lessons is also unacceptable. This will be dealt with by the class teacher. Lateness to lessons is any time after the lesson has begun.

Following the Government's guidance around COVID-19 as well as the earlier opening times of school, we are currently not running the centralised, mixed year groups break time Punctuality detentions. Students have a longer time to make it to tutor; 8.20-8.35am.

6.2.2 Support for staff

- All staff are aware which sanctions they can apply and which may only be applied by more senior staff
- Staff will receive regular in-school training and support regarding behaviour training and systems training such as that of SIMS and Class Charts.
- All staff receive training on what is acceptable conduct and what is not; specific reference is made to contact with students, both physical and electronic
- All staff are CRB checked and the school adopts all the guidelines contained in the Safeguarding Children and Safer Recruitment in Education. This sets out the responsibilities of local authorities, schools and FE colleges to safeguard and promote the welfare of children and young people, and details the process for dealing with allegations of abuse against staff.

6.3 Student misbehaviour outside school

We have a statutory power to regulate the behaviour of students when off school premises and not supervised by school staff. The school's Behaviour Policy will be considered when addressing any non-criminal bad behaviour and/or bullying which occurs anywhere off the school premises and which is either witnessed by a staff member or reported to the school.

Shaftesbury School has expectations of positive behaviour off the school site. This includes behaviour on activities arranged by the school such as educational visits and sporting events; behaviour on the way to and from school; and behaviour when wearing school uniform in a public place.

The Headteacher will be responsible for determining whether a matter will be pursued by the school.

6.4 Use of Behaviour support

The school will use a Pupil Support Programme for those students who are at risk of permanent exclusions and will activate once exclusion has occurred. Student support will be managed by the Senior Leader in charge of Pastoral and led by one of the Year Progress Leaders.

The student support programme will be a set period of time, dependent on the tier the student enters, (determined by the number of days exclusion/severity of the behaviour incident). These tiers are time-

bound and last between 2 and 16 weeks, where behaviour in school will be closely monitored and various interventions put in place. Parents/carers will be asked to attend a review meeting based on the behaviour of the student regularly. **Additionally, if the student breaks their student support targets, whilst on report following an exclusion, this could lead to further exclusions. If no improvement is made after a period of time on student support programmes, the student may be permanently excluded.**

The programme may include such interventions as report, transition support, mentoring, ELSA plus a range of other internal and external support systems. Parents/carers will also be asked to support their child and the student will also have a set of targets and expectations to follow.

Appendix

2.1

Using Reports

- After identification by incidents, staff referral etc a student can be placed on various reports
- Tutor report – first step for those displaying poor low-level behaviour across the school
- Subject report – first step for those displaying poor low-level behaviour in one particular subject
- Year report – escalation to the Year Leader to monitor behaviour
- ATL report – specifically to look at attitude to Learning – not behaviour
- Progress report – specifically to look at academic progress – not behaviour
- Attendance report – those struggling to maintain good school attendance
- Punctuality report – students who are often late to school – monitored by the tutor
- Reports can be paper or electronic. Electronic are completed on SIMS and can be printed and shared electronically. Training is available for the completion of electronic reports.
- All reports to be signed daily by staff and parents.

2.2a

Code of Conduct

Principles: All students are expected to do the following at all times:

- Behave in a manner which enables them to gain the most from their time in school in all circumstances, both in and out of school.
- Have a high standard of personal conduct which enables them to be effective learners in the classroom, arriving punctually for every activity and every day.
- Be safe, caring and considerate members of the school community, never placing other students, staff or visitors at risk.
- Respect will be shown to those in authority at all times.
- Respect the property and buildings of the school, and that of others.
- Never cause disruption to their own learning or that of others, encouraging others to behave well through their own example.
- Wear the school uniform appropriately, without variation or additions, and have the right equipment and attitude for each lesson.

- Follow the instructions of anyone who works for the school including those authorised by the Headteacher in a non-paid role.
- Be truthful and honest.

On a day to day basis students should:

- Attend every lesson
- Arrive on time (this may be more difficult with the one-way system currently in place and teachers will discuss persistent lateness and be understanding of the travel distance involved)
- Bring all the equipment they need in a suitable bag
- Put bags and coats out of the way
- Begin and end the lesson in a polite and orderly way
- Listen carefully
- Follow instructions
- Work hard
- Ask for help when they need it in a polite and respectful manner
- Help each other when it is appropriate but don't distract or annoy anyone
- Be sensible at all times
- Do home study as well as they can and hand it on time
- Not eat in the classroom unless given specific permission by the teacher

Students should treat people with respect:

This includes:

- Using a quiet voice - there is no need to shout
- Using language which is neither abusive nor offensive
- Offering help to others
- Being polite to all including visitors
- Trying to understand other people's point of view
- Not interrupting anybody or being interrupted by others
- Being silent when required
- Not answering back

Students should keep the school clean and tidy so that it is always a welcoming place, which we can be proud of:

This includes:

- Taking great care of our displays
- Keeping the walls and furniture clean and unmarked
- Putting litter in the bins
- Wear the correct uniform at all times
- Reporting any damage seen to a member of staff
- Using toilets and showers in an acceptable way
- Not to bring chewing gum into school or to be seen chewing gum around school

Students should move quietly and considerately about school

This includes:

- Lining up sensibly outside classrooms. **Following current Government guidelines, the school does not expect students to congregate and wait outside classrooms.**
- Walking to lessons rather than running, pushing or barging past others
- Being ready to help by opening doors

Rewards

Students are encouraged to reach the highest standards both in terms of their work and personal development. A range of measures is used to reward students' achievements and progress.

These include:

- Verbal praise; a written comment on students' work, a letter or phone call to parents;
- House points for effort, achievement, behaviour, contribution to school events, positive contribution in class and excellent effort;
- Attendance certificates;
- Attendance reward breakfasts;
- Displays of students' work in school; acknowledgement in assemblies; special awards either in assembly or at awards evening. **Following current Government guidelines, the school will not hold assemblies for year groups**
- Special responsibilities or privileges, such as being a house captain or sixth form mentor.
- New reward system – students accumulate points which can be used to cash in for various rewards. The system uses Class Charts to track and monitor the rewards.

2.2b

Code of Conduct – Quick table

Principles: All students are expected to do the following at all times:	On a day to day basis students should:
<ul style="list-style-type: none"> • Behave in a manner which enables them to gain the most from their time in school in all circumstances, both in and out of school. • Have a high standard of personal conduct which enables them to be effective learners in the classroom, arriving punctually for every activity and every day. • Be safe, caring and considerate members of the school community, never placing other students, staff or visitors at risk. • Respect will be shown to those in authority at all times. • Respect the property and buildings of the school, and that of others. • Never cause disruption to their own learning or that of others, encouraging others to behave well through their own example. • Wear the school uniform appropriately, without variation or additions, and have the right equipment and attitude for each lesson. • Follow the instructions of anyone who works for the school including those authorised by the Headteacher in a non-paid role. • Be truthful and honest. 	<ul style="list-style-type: none"> • Attend every lesson • Arrive on time (with consideration of the current one-way system) • Bring all the equipment they need in a suitable bag • Put bags and coats out of the way • Begin and end the lesson in a polite and orderly way • Listen carefully • Follow instructions • Work hard • Ask for help when they need it in a polite and respectful manner • Help each other when it is appropriate but don't distract or annoy anyone • Be sensible at all times • Do home study as well as they can and hand it on time • Not eat in the classroom unless given specific permission by the teacher
Students should treat people with respect: This includes:	Students should keep the school clean and tidy so that it is always a welcoming place, which we can be proud of: This includes:
<ul style="list-style-type: none"> • Using a quiet voice - there is no need to shout • Using language which is neither abusive nor offensive • Offering help to others • Being polite to all including visitors • Trying to understand other people's point of view • Not interrupting anybody or being interrupted by others • Being silent when required • Not answering back 	<ul style="list-style-type: none"> • Taking great care of our displays • Keeping the walls and furniture clean and unmarked • Putting litter in the bins • Wear the correct uniform at all times • Reporting any damage seen to a member of staff • Using toilets and showers in an acceptable way • Not to bring chewing gum into school or to be seen chewing gum around school

<p>Students should move quietly and considerately about school This includes:</p>	<p>Rewards Students are encouraged to reach the highest standards both in terms of their work and personal development. A range of measures is used to rewards students' achievements and progress. These include:</p>
<ul style="list-style-type: none"> • Lining up sensibly outside classrooms, (arriving and going straight into the classroom is suitable for the current climate) • Walking to lessons rather than running, pushing or barging past others • Being ready to help by opening doors 	<ul style="list-style-type: none"> • Verbal praise; a written comment on students' work, a letter or phone call to parents; • House points for effort, achievement, behaviour, contribution to school events, positive contribution in class and excellent effort; • Attendance certificates; • Attendance reward breakfasts; (to be completed only in year group bubbles) • Displays of students' work in school; acknowledgement in assemblies; special awards either in assembly or at awards evening; (large assemblies to be suspended for now) • Special responsibilities or privileges, such as being a house captain or sixth form mentor. • New reward system – students accumulate points which can be used to cash in for various rewards. The system uses Class Charts to track and monitor the rewards.

2.2c

Code of Conduct Cards

Aspirations Card

Shaftesbury School <i>Aspiration Action Achievement</i>			
Reward Log			
Name:			
Tutor:		Date:	
	Date	Comment	Signed
1			
2			
3			
Filled up your card already? Hand it in to Student Reception to get a replacement.			

As a Shaftesbury School student I will look for opportunities to:

1. show kindness to others
2. help others
3. keep the school tidy
4. demonstrate the school principles of
ASPIRATION • ACTION • ACHIEVEMENT

When this card is full, take it to Student Reception to receive your 10 achievement points and a replacement card.

Behaviour Card

Shaftesbury School <i>Aspiration Action Achievement</i>			
Behaviour Log			
Name:			
Tutor:		Date:	
	Date	Reason #	Signed
1			
2			
Speak to tutor			
3			

As a Shaftesbury School student I will always:

1. wear the correct uniform in the right manner (including shirt tucked in)
2. move between lessons in a calm manner
3. follow instructions given by staff
4. place litter in the bins provided
5. have any electronic devices switched off and in my bag
6. use appropriate language
7. conduct myself in a respectful manner
8. stay within the correct area of the school.

On the third event, this card will be taken from you and you will receive an after-school detention notice and a replacement card. Failure to hand over this card when asked will also result in an after school detention.

2.3a

	Behaviour	Possible sanctions
C1	Scribbling, Chatting, poor presentation, low effort, calling or shouting out, no book or repeated lack of equipment, incorrect uniform, no kit for PE, chewing gum, lack of home study and lateness to lessons	Verbal warning Break detention (do not mix bubbles) Lunch detention (do not mix bubbles) Use of 6th form lessons After school teacher detention
C2	Inappropriate language, wasting time, answering back, rudeness, out of class, anti-social behaviour, disruption to learning	Break detention (do not mix bubbles) Lunch detention (do not mix bubbles) Use of 6th form lessons After school teacher detention On-called (On-call Detention) HOD or YPL Detention
C3	Verbal abuse of another person (including swearing at staff), dangerous behaviour, out of bounds (a part of the students are not allowed to be in), out of school, defiance, damage to property Accumulating a significant number of behaviour points in a half term.	Lunch detention (do not mix bubbles) After school teacher detention Use of 6th form lessons On-called (On-call Detention) HOD or YPL Detention Leadership detention Isolation Fixed term exclusion
C4	Physical abuse of another person, racist behaviour, homophobic behaviour, possession of drugs/alcohol/weapons/dangerous item, Smoking/Vaping	After school teacher detention On-called (On-call Detention) HOD or YPL Detention Leadership detention Isolation Fixed term exclusion

2.3b

Positive strategies to manage students can include:

- Praise;
- Giving students responsibility;
- Reminders about appropriate conduct;
- Seating plans;
- ~~Moving students to a different seat or to a 6th form lessons~~
- Giving students time to take up an instruction;
- Explaining the next steps where a student fails to behave appropriately.

2.3.7

Behaviour systems Management – Quick Guides

Logging Incidents

- Teacher logs on SIMS
- Completes C1-4
- Add additional behaviour
- Adds comment
- Adds action taken
- Contacts home if necessary
- Select action taken

Logging Detentions

- Add detention
- Search or add new
- Select slot
- Add Students if required
- Check times and staff assigned
- Hand out sticker for planner/Notify Admin if letter required via online letter request
- Incident must be on SIMS for a detention to be created
- Click student attended/not attended on day of detention
- Reminders should be issued for detentions in the form of printed stickers – these need to be given in advance and placed into planners

Logging Isolations (for YPLs or senior staff to log only)

- Add detention
- Search for Isolation
- Change room to Isolation room
- Amend times if required
- Check staff assigned
- Notify parents and YPL via email or phone call
- Incident must be on SIMS and action taken must be Isolation

On-call

- Class teacher click on-call lifebelt on SIMS
- On-call teacher collects and ~~take student to Isolation room~~ record their name on board,
- Class teacher logs behaviour on SIMS and will contact home to inform of the incident
- ~~Admin staff add student directly into on-call detention~~ sticker for student and text home
- ~~Student spends lesson in Isolation~~
- ~~2x on-calls in a day means the student is isolated for the day (follow instructions for Isolation).~~

Referring Behaviour

- Behaviour requires further action
- Class teachers will email HODS
- Tutors/non-teaching staff email YPL
- YPL/HODS request support from senior leader of pastoral and behaviour
- Senior Leader of Pastoral takes to Strategy meeting to decide next steps/actions

Possible Exclusions

- Possible exclusions decided by the Headteacher (Senior Leaders in the Headteacher's absence – 2 Senior Leaders to agree – seek Headteachers agreement if possible)
- Re-integration meeting completed on return of student with parents present.
- Re-integrations to be attended by appropriate staff – may include YPL/SENCO and or Member of the Leadership team

Failure of students to attend detentions

- Non-attendance logged on SIMS
- Student added to next slot or escalated to the next sanction – break – lunch – afterschool – ~~Isolation~~ for 2 hours
- ~~If it gets to 2 hours of Isolation this concludes the escalation~~

Using Class Charts

- Behaviour and achievement can be logged here instead of SIMS
- Seating plans created and maintained here
- Trends/charts and behaviour tracking can be found here.

Signing the Behaviour Conduct Card

- Student found breaking school conduct code
- Sign and date the next available box on the card
- If you are the last signature take the card to student reception
- Admin administer new card
- Student place in after school Conduct Card detention with Senior Leadership Team
- Failure of student to produce card = Conduct Card detention – staff member to notify student reception

Signing the Aspirations/Reward Conduct Card

- Student found demonstrating positive behaviour
- Sign and date the card in the next available slot
- If you are the last signature take the card to student reception
- Admin administer new card
- Student receives rewards in the form of those listed in the rewards shop (access to VIP lounge, lunch queue passes and trips etc)

Logging Achievements

- Class teacher/staff to add achievement to SIMS
- Select type
- Add comment if necessary
- Select staff name

Uniform Pass: This pass is given out primarily by tutors who have tutees who have arrived in the incorrect uniform. Tutors must investigate why this is, complete a uniform pass for the tutee that is time-bound and contact home to advise parents/carers of the time frame in which to get new uniform arranged. Any teacher can also give out this uniform pass, however it remains the responsibility of the tutor to keep the contact with home.

Shaftesbury School <i>Aspiration Action Achievement</i>							
<h2>Uniform Pass</h2>							
This pass allows the below named student to wear the incorrect uniform (indicated overleaf) on a temporary basis.							
<table border="1"><tr><td colspan="2">Name:</td></tr><tr><td>Valid from: / /</td><td>to: / /</td></tr><tr><td>Tutor:</td><td>Year:</td></tr></table>		Name:		Valid from: / /	to: / /	Tutor:	Year:
Name:							
Valid from: / /	to: / /						
Tutor:	Year:						
I have been given permission to wear incorrect uniform in the following area(s): (tick all that apply and cross those that don't)							
<input type="checkbox"/> Shoes	<input type="checkbox"/> Hair						
<input type="checkbox"/> Jumper	<input type="checkbox"/> Shirt						
<input type="checkbox"/> Skirt/Trousers	<input type="checkbox"/> Tie						
<input type="checkbox"/> Coat							
Details:							
.....							
.....							
Authorised by:							

6.1

Staff roles and responsibilities

	Staff	Actions (strategies completed before Tier escalation)
Tier 1	Class teacher	Sanction and log on SIMS Contact with parents/email or phone call home
Tier 2	Tutor/HOD	Check behaviour in lessons Speak with staff Use of Tutor/Department report Sanction and log on SIMS Contact with parents/email, phone call or meeting
Tier 3	Progress Leader	Speak with staff Round robin/teachmeet Meeting with parents Year report/Progress report/ATL report/Attendance report Electronic report Isolations/Fixed term exclusions and Sanctions
Tier 4	PL/ Leadership	Involvement of Agencies/Guidance Teachmeet Meeting with parents and other agencies Pastoral support/ELSA/School Nurse/Referral to CAMHS etc Fixed term exclusions Exclusion file created
Tier 5	Leadership	Parental meetings Leadership report Involvement of Dorset Exclusions Officer Managed move/Learning Centre/Full time Guidance