

FINHAM PARK 2

BEHAVIOUR POLICY

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Three things to remember about ensuring the good behaviour of our students:

1. Be consistent

Follow our agreed procedures - it affects everyone- don't turn a blind eye to students breaking the Finham Park 2 code.

2. Be positive

Reward students and tell them why! Students will work better for you if you are positive with them - use Star Stickers, Feel Good Friday calls, postcards etc

3. Relationships are vital

Working hard to have good relationships with students is essential if they are to do as you wish - it's worth the hard work!

Our Behaviour Policy

1. Introduction

It is important that every school has a Behaviour Policy which will reflect the school's recognition of the duty of care placed on the Local Authority by the Children Act, the duty of care of teachers set out in the School Teachers' Pay and Conditions Document; their duty to act *in loco parentis*, and the responsibilities placed on the Headteacher and staff to take a lead in defining the aims of the school in relation to standards and behaviour, and to ensure the agreed standards are consistently applied throughout the school.

2. Key features of Finham Park 2's approach to Behaviour Management

In developing this policy certain key features have emerged and have been positively encouraged by all of the Governors, staff, parents and students:

- (i) Policy will always reflect the School Aims that, "Finham Park 2 will be a caring community in which:
 - ✓ there is a sense of pride, respect and responsibility
 - ✓ every individual is held in high esteem
 - ✓ there is a business like and purposeful atmosphere which is conducive to each individual achieving as high a standard as is possible in all areas of the curriculum
 - ✓ sensitivity, tolerance, self-discipline, respect and goodwill towards others are encouraged in all and are exemplified in the day to day life of the school
 - ✓ there is access to equal opportunities for all
- (ii) Policy will always reflect an approach in which Governors, staff, parents and students work together: guidelines on behaviour policy can never be mutually exclusive to any one of these groups. All stakeholders contribute to policy development.
- (iii) Policy on Behaviour cannot be divorced from Curriculum Policy and its delivery, nor from policy on overall school management. We aim for an integrated whole school approach.

3. The Aims of the Behaviour Policy

1. To encourage a whole school approach to behaviour and discipline in order to create the most effective conditions for teaching and learning; foster appropriate rather than inappropriate behaviour and to protect the environment.
2. To manage student behaviour as effectively as possible in order:
 - a. to develop students' ability to exercise self-control;
 - b. to encourage students' to take **responsibility** for and be accountable for their own actions;
 - c. to raise their awareness that actions and choices have consequences;
 - d. to provide them with opportunities to take **pride** and demonstrate positive abilities and attitudes.
3. To promote mutual **respect** amongst members of the school community in order to foster awareness that people can only live and work together effectively where this exists.

4. To promote firm action against all forms of bullying in order to ensure the happiness, safety and general well-being of all members of the school community.
5. To foster a shared sense of community in order to demonstrate that negotiation and consultation are a necessary part of managing behaviour and resolving conflict.
6. To assist and support staff in identifying challenging behaviour which may be an indication that something is wrong at home which warrants further investigation.
7. To ensure that school and home, work together to encourage appropriate behaviour.
8. To keep to a minimum the occasions when it is necessary to exclude students from school.
9. To ensure that the decent majority of students are protected from the consequences of the antisocial behaviour of a minority.
10. To ensure that at all times staff feel supported in their efforts to maintain high standards of behaviour.
11. To ensure that the school maintains its reputation and good name in the local community and beyond.

The Behaviour Policy

The following pages contain straightforward procedures and protocols for both rewards and sanctions, as well as other areas relating to students' behaviour.

Finham Park 2 School Code

Our School Code of Behaviour has been established in consultation with students and staff from Finham Park School. This represents our core expectations of excellent behaviour:-

The 5 rules for learning are;

1. We respect everyone's right to learn
2. We listen to staff and follow instructions straight away
3. We bring the right equipment for learning
4. We listen to other students
5. We respect the school environment

Some advice on behaviour

1. Stick to routines- be consistent
2. Challenge unacceptable behaviour positively – “You should be working quietly” YES
“You are too noisy” NO
3. Students should only be called on to answer when their hand is up or you choose them by name
4. Be positive with students
 - “Well done”, “I’m really pleased with you”
 - Call home and tell parents
 - Give Star Stickers / Feel Good Friday phone calls
5. Have a clear focus at the start with time limits – “I want title and lesson objectives written in your books in 5 minutes”
6. Be aware of the class – always watch the class, never turn your back!
7. Move to where there is disruption –but Don’t ignore the good students!
8. Tackle the little problems e.g. nail varnish, no planner, shirt untucked
9. Take students out for ‘a chat’ – don’t ‘have a go’ – tell them what you want them to do and why
10. Let them leave a table at a time – when they are silent (at the end)

Rewards and Celebration

Rewarding students effectively is the main way to teach students what types of behaviour are valued and productive so students can modify their behaviour and emulate and repeat good learning behaviours.

The following are some strategies for rewarding students. Some of these must happen regularly and some are at the professional discretion of staff.

Star Stickers:

How to get Star Stickers?

To get Star Stickers students must show Learning behaviour which is above the normal and general expectation.

Staff should:

- ✓ usually award stickers to between 1 and 5 students each lesson
- ✓ avoid 'blanket' awarding of stickers
- ✓ only award one sticker at a time for each student i.e. avoid giving multiples of stickers
- ✓ inform the student about why they have been rewarded.

Celebration

When students achieve a certain number of stickers the following awards and prizes will be given:

1. 15 Star Stickers = Mentor Letter of Congratulation sent home
2. 40 Star Stickers = 2nd Mentor Letter of Congratulation sent home
3. 75 Star Stickers = Head of Year's Letter of Congratulation sent home and Bronze Certificate with Bronze 'Finham Lion' badge awarded
4. 125 Star Stickers = Assistant Headteacher's Letter of Congratulation sent home and Silver Certificate with Silver 'Finham Lion' badge awarded as well as a VIP pass for the week
5. 175 Star Stickers = Headteacher's Letter of Congratulation sent home and Gold Certificate with Gold 'Finham Lion' badge awarded as well as a £10 voucher
6. 225 Star Stickers = Governors' letter of Congratulation sent home and Platinum Certificate and Platinum 'Finham Lion' badge awarded as well as a £20 voucher

Also: The mentor groups with the most Star Stickers in each college will receive an award each term and celebrated in awards assemblies.

Other ways of rewarding students:

'Feel Good Friday'

During the week all staff should call the parents/ carers of one student to give praise

Send students to Subject Leader, Year Leader, Leadership Team with good work

Attitude to Learning Reward Breakfasts

Each term, the students with the top 5 Attitudes to Learning scores in their year group and the 5 students making most progress are invited to Reward Breakfasts

Praise Weeks – at least once a term, the Focus for a Fortnight for staff will be on praise. Staff are asked to put the names of star students onto stars on a staffroom noticeboard. "You are a Star!" letters are sent home from the school office.

Postcards- these can be sent out by year and subject areas on an ad hoc basis

Awards

Awards assemblies will take place once a half term. At these assemblies the following awards may be given out:

1. Bronze, Silver, Gold, and Platinum Certificates
2. Attendance awards, e.g. best Mentor Group each week/ term / year, 100% attendance
3. Punctuality awards -100%
4. Mentor awards -2 max- usually 1 male and 1 female
5. Year/ College Leader awards- 2 max- usually 1 male and 1 female
6. Progress awards- top 2 students from progress check

Awards Evening - SSCOS

This will take place annually. Finham Park 2 students will be invited to attend with Finham Park School students and will be a combined event.

Choices System in Brief

The system is in place to allow all students the right to learn and take **responsibility** for their learning.

Application of the Choices System

Informal warning and reminder of expected behaviour.

- Choice 1 (C1):** Warning from teacher of how behaviour is not acceptable and its effect on learning. Remind of expected behaviour. Record on board with students initials
- Choice 2 (C2):** 2nd warning and reminded of expected behaviour; teachers should pre-empt further misbehaviour by e.g. moving a student, time out. Record on board with students initials
- Choice 3 (C3):** Teacher sanction- e.g. detention. Record on board with students initials
- Choice 4 (C4):** Sent to another teacher within subject area— further consequences will apply from the Subject Leader
- Choice 5 (C5):** Removed from lesson(s) by On Call staff – further consequences will apply

Most students at Finham Park 2 are expected go through the whole of their school career without any of the above.

All Choices from C1 to C5 must be recorded on SIMs. Students must be reminded of expected behaviour when a C1 to a C3 is issued.

C4 Fourth Choice- Teacher / Mentor will :

- explain why their behaviour is inappropriate and that they have received a C 4 and therefore will be removed from the classroom to learn elsewhere
- The student is sent with work and escorted by a trustworthy student to another member of staff according to the **C4 rota**

Rota Teacher will:

- remind student of the behaviour expectations
- warn them that if they **choose to misbehave** they will receive a C 5 and therefore withdrawn from lesson(s) and will receive further Sanctions,
- **Subject leader** should follow up by communication home, e.g. phone call, posted Notification of C4 Letter.
- **Subject Leader** ensures that a Restorative Meeting between student and staff takes place before the next lesson.

C5 Fifth Choice - C4 Rota Teacher will...

- explain to the student that he/she will now be removed from the lesson(s)
- request the On Call staff to remove the student
- log incident on SIMS

On Call Staff will:

- warn them that if they **choose to misbehave** they will spend a longer period of time withdrawn from the lesson(s) or receive a Fixed Term Exclusion
- determine the length of the withdrawal and the likely time of the student's return to lessons
- the student will be removed from the lesson(s) the next day. The AHT will decide which students are withdrawn.

Staff who have student for withdrawal will...

- ensure the student completes the Reflective Activity fully
- Ensure the Reflective Activity is shared with the child's mentor and then filed
- Ensure the Year Leader is aware of the incident
- Inform the relevant Kay Stage 3 leader to remind them that a Restorative Meeting must take place between the relevant parties before the next lesson
- Record details on SIMS

Reintegration back into lessons will only take place when the student has:-

- satisfactorily completed a Reflective Activity to show they have reflected on their poor choices and misbehaviour,
- proved that they are ready to learn and can behave correctly

Should the student choose to continue to misbehave they will:-

- not be sent back into lessons and will continue in the Withdrawal Room
- the On Call member of staff will consult be contacted to determine appropriate further sanctions e.g. receive a Fixed Term Exclusion

Detentions

The Law

- Detention is one of the sanctions schools can use against poor behaviour. The Education Act 1997 gives schools **legal backing** to detain students after the end of a school session on disciplinary grounds.
- All schools, have clear legal authority to detain students **without the consent of the parent**. This covers both lunchtime and after school detentions.
- Detentions must be reasonable and proportionate to the offence. Staff should take account of:
 - any Special Educational Needs;
 - any religious requirements; and
 - whether the parent can reasonably arrange for a child to get home from school after the detention.

At Finham Park 2

- ✓ Staff should log the detention on SIMS for it to be included in whole-school detentions
- ✓ All C4s will result in a detention *automatically* unless the subject teacher/ leader specifically requests students do not attend
- ✓ Staff will be on a rota to support detentions and expected to attend promptly and for the full duration of the detention
- ✓ In most cases homework/ coursework detentions will be set by the class teacher
 - These detentions can be set before, during (break and lunchtimes) or after the school day.
 - For break/ lunchtime detentions student should have time to go to the toilet or eat/ drink.
 - Detentions during at break or lunch should be between 5 and 20 minutes.
- ✓ Activities during detentions must be aimed at making up lost learning or being restorative and/or reflective, e.g. doing work not completed in a lesson, doing a “punishment that fits the crime”; a reflective activity; or community service e.g. for a C3 around school
- ✓ They must **not** be merely punitive, e.g. copying out rules or doing lines.
- ✓ **Whole-class detentions should be avoided**
- ✓ Students who are late to school 2 or more times in a week will automatically have a whole-school detention.
- ✓ Detentions will be logged on SIMS by staff reporting detention

Procedure:

- Staff will write detention letters and give them directly to students, then log it on SIMS- C3/4s that state in the comment box “detention” will be included on the detention register
- Letters will be available in the staffroom
- Detentions cannot be rearranged by students unless they bring a note from their parent and there is *good reason* to do so
- Students will be collected during p5 by staff on call if necessary
- Detentions will be held in a specific room and will, in most cases, be for 30mins
- Whilst in detention one member of staff will mark if students have attended

- Students should complete work set by teacher/ reflective exercise/ community service- depending on reason for detention
- Any students that were absent from school will repeat their detention at the next available date
- Students that attended school and missed detention will be followed up by LT during p1 on call- e.g. 1 hour detention that night (LT to call home), loss of breaks/ lunch times, withdrawal room
- Work set by staff should be placed in the DT box in the staff room with the name of the student clearly written
- Mentors will remind students of their detention during morning registration.

C3s around the school site

- ✓ A student who is found misbehaving around the school site may be issued with a straight C3 and will do a community service detention
- ✓ These C3s could be done with the Late Detentions that take place at break. The name of the student must be added to the 'Late sheet' kept in Reception.
- ✓ These C3s could also be completed during a lunch period.
- ✓ Students must not smoke when in uniform and this includes the journey to and from school. Students caught smoking will be issued with a C3 and a letter sent home.

Incident Procedure

1. Staff ensure that student(s) complete a purple Statement form (the form can be completed for the student by staff if necessary)
2. Statements to be passed to relevant member of staff –who is dealing with the incident with possible recommendations
3. On Call member of staff can be called if necessary, e.g. if seriousness of incident warrants it

Power to discipline students for misbehaviour outside the school gate

It applies at any time a student is under the charge of a teacher, including where a student is participating in an educational visit. The power also applies to other staff with responsibilities for controlling students, such as teaching assistants. Teachers may also regulate the conduct of students when they are off school premises and not under the control of school staff. For example, a teacher can instruct students behaving in an unacceptably rowdy manner on a journey to or from school to stop behaving in that way. The teacher could discipline those students, as appropriate, on their return to school. The school can impose penalties on students who have misbehaved on the way to and from school, or outside the school gates; or when a child has used the internet or a mobile phone to harass another student or staff member outside school

“..behaviour outside school .. e.g, on school trips...is subject to the school's behaviour policy. Bad behaviour ...should be dealt with as if it had taken place in school.”

This is the same anytime outside of school if “..there is a clear link between that behaviour and maintaining good behaviour and discipline among the students.”

“The behaviour of students outside school can be considered as grounds for exclusion.”
DfE

Confiscation

Including retention and disposal of inappropriate items

Key points

- Schools can include confiscation of students' property as a disciplinary sanction in their behaviour policy.
- 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.
- The Education and Inspections Act 2006 includes a specific statutory defence for school staff who have reasonably confiscated students' property.

What criteria for confiscation might be used by a school?

These criteria are for individual schools to determine in the light of their policies on school uniform or behaviour generally. They might include:

- an item poses a threat to others: for example, a laser pen is being used to distract and possibly harm other students or staff
- an item poses a threat to good order for learning: for example, a student uses a personal music-player in class
- an item is against school uniform rules: for example, a student refuses to take off a baseball cap on entering a classroom
- an item poses a health or safety threat: for example, a student wearing large ornate rings in PE may present a safety threat to other students
- an item which is counter to the ethos of the school: for example, material which might cause tension between one community and another
- an item which is illegal for a child to have: for example, racist or pornographic material;

What to do with confiscated items

- Confiscated items should be handed in at reception for collecting at 3pm.
- For items of obvious value, this would be in the school safe- the item should have students NAME, MENTOR GROUP and YEAR written clearly on the item
- All reasonable steps should be taken to make such arrangements secure.
- If weapons or drugs are found on students a member of the leadership team (usually staff on call) should be called for immediately.

Mobile communication technologies

- We advise students not to bring mobile phones into school
- Phones should not be seen at all during the school day, unless a member of staff allows students to use them for learning purposes e.g. calculator
- As students are advised not to bring mobile phones into school, the loss of a mobile phone WILL NOT BE investigated in most cases
- If mobile phones are seen, they should be confiscated (and given to reception in an envelope – with name, mentor group and year written clearly on it) and returned to the student at the end of the day

- During examinations students should give invigilators their mobile phones which will be returned at the end of the exam
- Students using mobile phones to bully other students may be excluded from school and will not be allowed to bring their phone into school
- Confiscation of a mobile phone is legitimate, searching through a phone or accessing text messages without the student's permission is not.
- In some circumstances it may be reasonable for a member of staff to ask a student to reveal a message for the purpose of establishing whether cyber bullying has occurred, for instance, but if the student refuses then the member of staff should not enforce the instruction.
- The staff member can, however, legitimately issue a consequence for failure to follow a reasonable instruction.

How long should items be confiscated for?

- In most cases, confiscation is a sufficient sanction, and return of the item at the end of the school day is adequate time to reinforce the school rule.
- This also limits the chance of problems with loss of items while in the care of school staff.

There may be some instances when the school chooses not to return an item to the student.

- Items of no value, such as an inappropriate message scrawled on a piece of paper, may simply be disposed of. However, schools should keep in mind that some items of seemingly no value may have emotional value to the child — staff should establish if this is the case before deciding whether or not to dispose of the confiscated item.
- Items of value which the student should not have brought to school, or has misused in some way, might, if the member of staff judges this appropriate and reasonable, be stored safely at the school until a responsible family adult can come to retrieve them. For example, there is no acceptable reason why a student should bring a cigarette lighter to school. In such circumstances retention is a reasonable step both to protect property, and to enable discussion about whether the student is smoking and how this can be addressed

Searching students:

- Staff can search students who are suspected of carrying any items not allowed in school. HOWEVER, if at all possible it is usually good practice to inform parents of the search before searching a student
- A search should ALWAYS be carried by a member of staff of the same gender as the student
- Another member of staff should also be present to avoid any accusations from students.
- However, a student might reasonably be asked to turn out their pockets or to hand over an item such as a mobile phone.

Uniform

- All staff should deal with uniform issues to ensure consistency
- Mentors must check uniform in mentor time every morning; teaching staff should check uniform as students enter the room. Students dressed in inappropriate uniform are sent to reception.
- Students without a tie or incorrect footwear go to reception and collect the correct uniform in exchange for an item of value. The item is returned at the end of the day when the uniform item is returned.
- Students without a blazer will go to reception and collect a replacement blazer in exchange for an item of value. The item is returned at the end of the day when the blazer is returned.
- Students who are significantly out of uniform without a note will be in withdrawal for the day or sent home to change.
- Year leaders or LT will take the decision to internally exclude a student with a note if they believe that the situation warrants it.
- Pictures of perfect uniform are in every classroom to be used as a good example.
- Students who are out of uniform should ask parents to write a note in their planner- however, this does not guarantee students are not sent to withdrawal or sent home
- The school office will send uniform letters when issues arise
- For persistent flaunters of school uniform, mentors should alert their CL for further action to be taken
- For students who still persist in breaking the school uniform rules and therefore the behaviour policy the Head of Year should refer to the member of the LT attached to their college- **students will be internally excluded (withdrawal) of fixed term excluded for persistent refusal to follow the school rules on uniform.**
- 'Random' uniform checks to be carried out in mentor time every half term. Students given 2 days to sort out incorrect uniform or will be sent home to change.
- A letter will go home every year informing parents of uniform and will be updated on the school website

If students/ parents/ carers are in doubt about what is suitable school wear they should consult the school website at www.finhampark2.co.uk or speak to their child's mentor or year leader.

Student Uniform

| | |
|----------------------------|---|
| <u>Footwear</u> | Black, sensible school shoes , with black sole (no coloured stitching or logos) - <u>trainers or boots are not suitable</u> for school, neither are heels. |
| <u>Socks</u> | Black or grey socks (also white socks for girls) - coloured socks are not suitable. |
| <u>Tights (Girls)</u> | Plain black, grey or flesh coloured tights - patterned tights are not suitable for school |
| <u>Trousers</u> | Plain school grey trousers suitable for school - fashion trousers - jean style, 'skinny' or stretch materials are not suitable for school OR |
| <u>Skirts (Girls)</u> | Plain grey knee-length pleated skirt - fashion skirts, tight, short or very long skirts are not suitable. |
| <u>Shirts</u> | Plain white school shirt buttoned at the neck —long or short sleeved |
| <u>Tie</u> | School tie with college colour |
| <u>Jumper/ tank top</u> | Navy school jumper/ tank-top with single gold stripe around neck. |
| <u>Blazer</u> | Navy blazer with Finham Park logo- MUST BE WORN AT ALL TIMES AROUND SCHOOL |
| <u>Outdoor Coats</u> | Suitable outdoor coat - <u>tracksuit tops, hooded tops, leather or denim jackets are not suitable for school.</u> Outdoor coats must be removed at the start of all lessons, mentor periods and assemblies. |
| <u>Hats</u> | No hats can be worn on school site apart from navy blue Finham Park 2hat with logo. |
| <u>Jewellery</u> | Only one pair of stud earrings can be worn in ears and one small ring are allowed - large items of jewellery or other piercings are not suitable for school. |
| <u>Make-up (Girls)</u> | No make-up or nail varnish are allowed. |
| <u>Headscarves (Girls)</u> | Headscarves should be black or dark blue. |
| <u>Hair</u> | Only small hairclips / hairbands are allowed. No coloured or extreme hairstyles, including tram lines or extremely short hair. |

All students need a suitable school bag with all necessary equipment to ensure they are ready to learn. *Mobile phones should NEVER be seen around the school site and will be confiscated if seen.*

Equipment and Planners

Students should be fully equipped for lessons. It is often the case that lack of equipment disrupts lessons from the start. Having Mentor Time in the morning, means that students should be fully equipped for the rest of the day. Mentors should ensure that all students have their equipment every day- using a member of the mentor group to help you do this is advisable.

- All teaching rooms and form boards should have an equipment 'hand' poster
- Students who are *regularly* not equipped should be sanctioned in line with BfL policy.
- Mentors to work together on disciplining students who continuously lack equipment across the board. Mentors should inform Year Leader of these students.
- **Planners are vital for home-school communication-** students must have them. On rare occasions when they don't have them, they should have a temporary planner sheet. Mentors will need to monitor which students are repeat offenders and deal with accordingly.
- Mentors will do regular equipment checks using equipment check sheets in planners.

Use of force to control or restrain students

Please refer to DfE guidance

http://media.education.gov.uk/assets/files/pdf/g/guidance%20on%20the%20use%20of%20restrictive%20physical%20interventions%20for%20students%20with%20severe%20behavioural%20difficulties_2003.pdf

Appendix

Withdrawal From Lessons

- ✓ At the start of the period of withdrawal from lessons, relevant staff will explain to the student the expectations required
- ✓ Should a student choose to continue not to follow the school code they may receive further time, such as another day or withdrawal or a Fixed Term Exclusion.
- ✓ Reintegration into the mainstream will only be allowed when the student has proved that they can behave appropriately and are ready to learn.
- ✓ Relevant staff should complete the reverse of the Behaviour Contract which should then be sent to the school office to be placed in the student's file.
- ✓ They must bring a packed lunch or have lunch separate from the other students
- ✓ Students **will not** be allowed to have break or lunchtimes with the rest of the school and will not be allowed out other than to visit the toilet.
- ✓ If they have Free School Meals then it will be arranged for a packed lunch to be provided by the kitchens.
- ✓ Suitable work will be provided for each lesson which enables the students to have continuity of learning.
- ✓ The AHT will communicate which students are in withdrawal on a daily basis and monitor students that are in there

If the period of withdrawal follows an exclusion:

- ✓ Relevant staff will explain the purpose of the Reintegration Day, the expectations of behaviour and the sanctions that will be applied if these rules are not met
- ✓ Student to sign contract to show that they have understood these
- ✓ Restorative work between the student and subject teachers may also be required before the student returns to the relevant lessons- this should be organised by the relevant staff involved.

Exclusions

- If an Exclusion is required the Year Leader or Leadership Team member to be consulted. (Headteacher to make final decision)
- In case of Exclusion, the Exclusion Referral form (red form) must be completed and necessary documents gathered for the student's file
- Year Leader or Leadership member to contact parents to inform of exclusion and date and time of return.
- Only the Headteacher can exclude students from school.
- Head's PA will write and send exclusion letters
- Letters must have reintegration meeting time and person who will be meeting parents- most returns from exclusion will be convened by the YL. However, there will be occasions when it is more suited that the mentor, SL, or member of LT convenes the meeting.
- Students should usually go on report on return from exclusion
- Red exclusion form should always be used to minute meeting outcomes. These should be forwarded to the school office for distribution and logging on SIMS
- Before making a decision to exclude **always** liaise with the YL **or** LT (permission to exclude should always be via headteacher or AHT).
- Exclusions data to be monitored to look at trends in exclusions.

Decision: Head teacher, acting head teacher takes the decision to exclude a student for a fixed period.

Contact parent: parent/carer must be contacted immediately by telephone and if appropriate, to arrange collection and supervision of the student. The child's welfare must always be the prime consideration

Lunchtime exclusion: Students who are disruptive during the lunch time may be excluded just for the duration of the lunch time. Lunchtime exclusion will count as half a day for statistical purpose and for parents to make representation but are not counted in the school's 6th day duty to provide full-time

Exclusion during morning session: the exclusion takes effect from the afternoon session, notice must be given to the parent before the start of the afternoon session.

Exclusion during afternoon session:
- if the exclusion takes effect from the next school day. Notice to the parent must be given before the start of that school day.
- If the exclusion takes place from that afternoon, the notice must be given at the end of the afternoon session

Written notice: written notice to the parents informing them of:

- the precise period and the reasons of the exclusion;
- the parent's duties during the first five days;
- the parents right to make representation to the Governing body and how the student may be involved in this;
- the person the parent should contact if they wish to make such representation;
- the arrangement made by the school to set and mark work for the student during the initial 5 days of the exclusion;
- if relevant, the school day on which the student will be provided with full-time education; and
- if relevant, the details of a reintegration interview.

The head must inform the Governing Body if a student is being excluded for more than 15 days in any one term. Students can be excluded for one or more fixed periods, which when aggregated, do not exceed 45 school days in any one school year.

Educational provision during the exclusion:

- The school has a duty to arrange suitable full-time educational provision from and including the 6th consecutive day of the exclusion.
- Where a Looked After Child is excluded provision should be in place from the 1st day of exclusion.

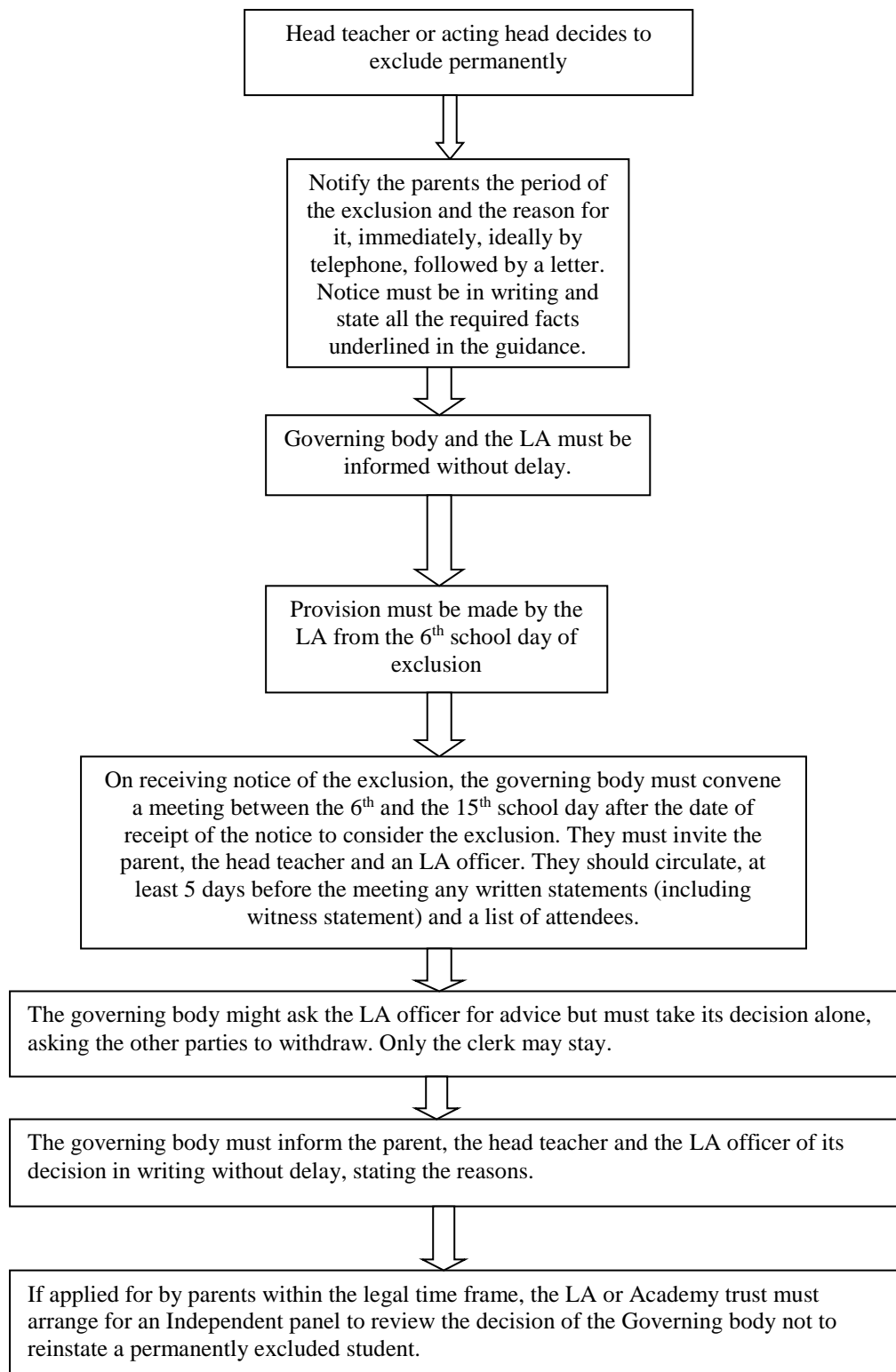
Reintegration interview:

A reintegration meeting staff should be arranged and conducted with a parent and the student at the end of the exclusion at a date and time convenient for the parent on the school premises.

The notice for a reintegration interview must be given no later than 6 school days before the date of the interview (it can be combined with the notice of the exclusion).

If the parent fails to attend, the school must keep a record of the failure as well as any explanation given as it can be one factor taken into account in the Magistrates' Court when deciding whether to impose a parenting order.

If the school or the LA considers that parental influence could be better brought to bear in the behaviour of the student, a parenting contract may be offered. If the parent fails to engage with the school or LA in attempting to improve the child's behaviour, the school or LA may consider applying to the Magistrate's Court to compel the parent to comply with certain requirements. See related guidance.



Senior Teacher Review- Level D

A Final Review Meeting will **involve** the relevant Year Leader and the relevant Leadership Team member, the student and their parents. It will establish what the situation regarding the student is, the support that has been provided, the options that are left and the next stage in the process should the student not respond to this intervention.

Reasons for students to have a Senior Teacher Review Meeting:

- Persistent poor behaviour following Year Leader intervention with little/ no improvement
- Ensure all avenues of support have been investigated

Aim of Senior Teacher Review Meetings :

- So Leadership Team of the school know exactly which students are cause for concern in school
- To ensure sufficient support has been given to students that require it with regards to poor behaviour

Protocol:

Before the meeting-

1. Office Staff to complete file review at least a week before the review- to include BfL report; Round Robin; up to date attendance print out; print out of any exclusions; any other relevant documents
2. Year Leader to check paperwork before it is sent out to parents
3. Copies sent to year leader, AHT and parents by school office at least 3 days before meeting. Covering letter to be included with time clearly stated (approximately 20-30 minutes should be allowed for each meeting)
4. Any other staff attending also to be sent a pack of paperwork by school office
5. SENCo to see if student needs to attend meeting or other support service.
6. Parents to be called by office staff to ensure they can make the meeting
7. Meeting room to be booked by Year Leader

During the meeting-

1. AHT. to chair meeting using the following agenda:
 - Report of current situation by the school
 - Parents/ carers and students respond
 - Summary of outcomes

Governors' Disciplinary Meeting

Level F

Reasons for students to have a Governors' Disciplinary Meetings:

- Persistent poor behaviour, failure to follow school rules, disruption of learning
- Serious one off incidents
- Final warning from governors before permanent exclusion or managed move

Aim of Governors' Disciplinary Meetings :

- So governors of the school know exactly which students are cause for concern in school
- To ensure sufficient support has been given to students that require it with regards to poor behaviour
- Students are given a final warning

Protocol:

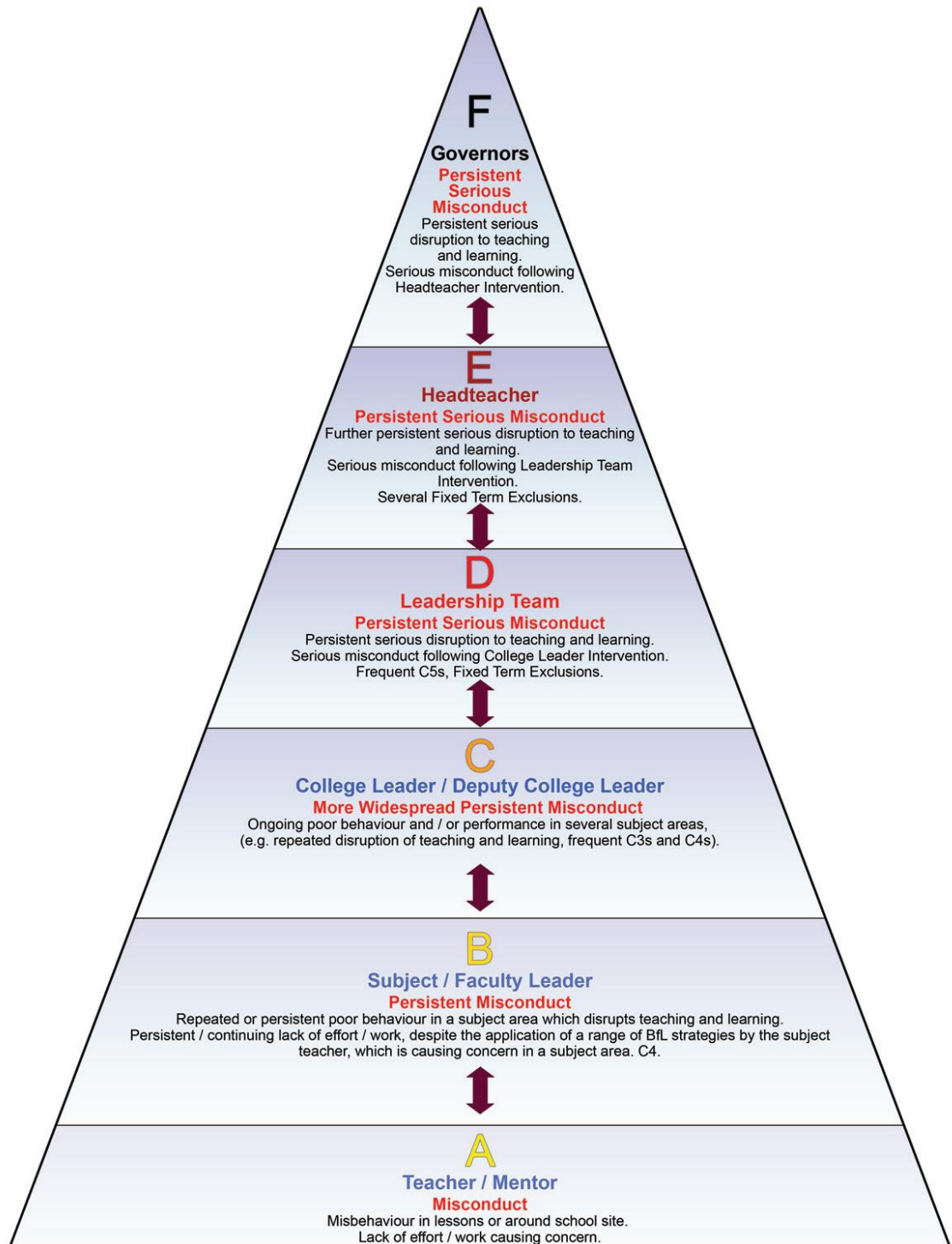
Before the meeting-

1. School office to complete file review and complete governors' review paperwork at least a week before the review- to include BfL report; Round Robin; up to date attendance print out; print out of any exclusions; Connexions report; any other relevant documents
2. Assistant Headteacher to check paperwork before it is sent out
3. Copies to be copied and sent out to governors and parents by school office at least 3 days before meeting. Covering letter to be included with time clearly stated (approximately 20-30 minutes should be allowed for each meeting)
4. Staff attending also to be sent a pack of paperwork by school office
5. School office to check with SENCo to see if they need to attend meeting or other support service needs to attend
6. Parents to be called by school office to ensure they can make the meeting
7. Heads PA to call governors to ensure 3 are available
8. Meeting room to be booked by school office
9. Refreshments to be available for attendees on the day (Pastoral Support Staff)

During the meeting-

1. Governor to chair meeting using the following agenda:
 - Report of current situation by the school
 - Parents/ carers and students respond
 - Parents/ carers and students respond
 - Questions from governors and discussion
 - Summary of outcomes
2. Head's PA to minute meeting, type up and send to attendees within 3 days of meeting and ensure that one copy of all papers are filed in student's file and the rest are shredded.

BfL Intervention Levels



BEHAVIOUR POLICY

Written by W Webster & R Plester

Approved by Governors:

Next review date:

June 2016

Signed:

Signed:

Headteacher

Chair of Governors

Date:

Date: