



BEHAVIOUR POLICY

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Responsible Individual: J Dodd

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1. Introduction

As a fully comprehensive school, Sir Thomas Picton School sees each person as an individual, capable of making the correct choices in their education to develop intellectually, physically and emotionally whilst at our school. Our behavioural policies are designed to enable all to feel safe, to learn in a positive environment and to go forth from our school into the wider community with self-value and awareness of the importance and dignity that each and every person deserves. Our behavioural policies are therefore centred around three key words **READY, RESPECT, SAFE**. And these values underpin all our behaviour expectations.

The vision of the school is "An **inclusive** school, which **inspires** staff and pupils to **improve** and excel within a caring environment".

In order to allow each pupil in Sir Thomas Picton School to reach their full potential, we believe that appropriate behaviour should be displayed. This is supported by encouraging students to be **ready** to learn, **respect** themselves and others and be **safe**.

2. Teaching and Learning

Sir Thomas Picton is a school where pupils come to learn. When pupils' behaviour and attitude are improved and they are engaged this will contribute to a positive outcome.

In order to enable teaching and learning to take place, desired behaviour in all aspects of school life is essential. The staff at Sir Thomas Picton School seek to promote an inclusive learning environment in the school by:

- ✓ Giving all pupils the optimum chance to achieve
- ✓ Rewarding pupils when appropriate
- ✓ Promoting high self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect;
- ✓ Promoting a culture of praise and encouragement in which all students can achieve
- ✓ Allowing pupils the responsibility for their own behaviour
- ✓ Be aware that all pupils are individuals
- ✓ Offering strategies to minimise inappropriate behaviour
- ✓ Being consistent across whole school, enabling staff and pupils to maintain clear understanding of expectations.
- ✓ Encouraging a positive relationship with parents and carers to develop a shared approach which involves them in partnership with the school;

In order for this policy to be effective, it is very important that every member of the school community knows and understands it, and is aware of their part in its successful implementation.

2.1 Teaching Environment

Within each teaching environment there are expectations which all students need to adhere to. When pupils live up to these, it enables the teacher to teach, pupils to concentrate and for all to enjoy the lesson.

2.2 Staff Responsibilities

Staff are also expected to adhere to the values of **READY, RESPECT** and **SAFE** and encourage a positive learning environment. It is the responsibility of staff to manage their curriculum area and the behaviour of all pupils. Teaching staff will ensure that all pupils are able to access the curriculum and that strategies are put in place to enable this. When these values are practised learning improves.

3. READY, RESPECT, SAFE in the classroom

The School has established expectations for the promotion of positive behaviour. This is reviewed regularly and forms the basis of classroom expectations.

These expectations are communicated to students and parents, are non-discriminatory and clear. Governors will support the school in maintaining high standards of desired behaviour of students and staff.

The following classroom rules are expected by all pupils at Sir Thomas Picton School. These are displayed in all classrooms and also in their school diaries.

- ✓ To arrive at lessons punctually, entering the classroom in an appropriate and respectful manner.
- ✓ Be fully equipped with all necessary materials and equipment
- ✓ To submit homework as and when required
- ✓ Listen and follow instructions
- ✓ Communicate with teachers and peers in an appropriate manner
- ✓ Treat the environment, teacher, peers and equipment with respect
- ✓ To let others work without interruption

4. READY, RESPECT, SAFE in the school environment and beyond the gate

The guidelines for break and lunch times are as follows:

- ✓ When you play, you must respect the right of other pupils to enjoy their leisure time safely
- ✓ Pupils are allowed on the Astro turf but trainers are to be worn
- ✓ Littering in and around the school site is not permitted and students who fail to abide by this will be placed in supervision at break and lunch time
- ✓ There are a number of areas on the periphery of the school site which are out of bounds to all pupils. Failure to adhere to this school directive will result in consequences
- ✓ Inappropriate language and behaviour in the corridors will result in consequences
- ✓ The pupils are representing the school when they are travelling to or from school or participating in a school event off site, such as a sporting fixture, a visit or a school journey. In such circumstances, all our routine expectations regarding respect for themselves, for other people and for the environment apply.

5. Managing Behaviour

The Headteacher and the Head of Mainstream Behaviour are responsible for the implementation and day-to-day management of the policy and procedures.

All staff, including teachers, associate staff and volunteers, will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential. Staff have a key role in creating a high quality learning environment, teaching positive behaviour for learning and implementing the policy and procedures consistently.

The Governing Body, Headteacher and staff will ensure that there is no differential application of the policy and procedure on any ground, particularly ethnic or national origin, culture, religion, disability or sexuality. They will ensure that all concerns of students are listened to, and appropriately addressed.

Parents and carers will be expected, encouraged and supported to take responsibility for the behaviour of the child both inside and outside the school. The school will encourage parents to work in partnership to assist in maintaining high standards of desired behaviour and will be actively encouraged to raise with the school any issues arising from the implementation of the policy.

Students are expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedure and expectations. Students will also

be encouraged to take responsibility for the school environment making it both safe and enjoyable by reporting all undesirable behaviour.

6. Rewarding Positive Behaviour

STP believes being **Ready** to learn, **Respectful** and **Safe** should be an expectation for all. However over and above behaviour is recognised with positive notes or a phone call home. This sincere recognition is therefore communicated to the home and is an acknowledgement of outstanding contribution to school life. Departments are also encouraged to reward good practice and communicate this to parents/carers.

6.1 Prize giving/Presentation Afternoon

This is an event that happens annually. It is to recognise how well students have done not only in their academic abilities but also other areas such as most improved student and attendance. This afternoon is to celebrate all aspects of school life

7. Managing Consequences

7.1 Behaviour Management

If a student is judged to be not **Ready** to learn, not **Respectful** or not acting **safely** whilst representing or being in school then the school consequence system is employed.

7.2 Consequences

- C1 Failure to conform to Behaviour Requirements or Classroom Standard Procedure.
- C2 Low level disruption: more than one failure to conform, more than one instance of negative behaviour.
- C3 Disruption of the whole class/lesson.
- C4 Constant disruption or rudeness to staff.
- C5 Removal from lesson for violence, swearing at staff, offensive or threatening behaviour including the use of Racist or Sexist language.

C1	Verbal warning to pupil.	Reason recorded in diary
C2	5 minutes detention with teacher	Reason recorded in diary along with time, date, staff and location for detention
C3	15 minute detention within the department (support from H.O.Y./H.O.D)	Reason recorded in diary along with time, date, staff and location for detention.
C4	20 minute lunch time detention	Reason recorded in diary. C4 detention proforma completed and put into detention box.
C5	Internal isolation in REMOVE	SLT/IBC on call to remove pupil and escort them to Remove. Staff must complete C5 Proforma. Parents informed.

7.3 Punctuality/Truancing

Punctuality is extremely important in Sir Thomas Picton School. Students who fail to arrive to school or lessons on time are issued with a 10 minute late detention. This is placed on the behaviour management file and a letter is sent home to inform parents/carers of the importance of punctuality and the impact it can have on their child's education.

If a student is truancing from school parents/carers are informed immediately and sanctions are put in place on their return. Students at Sir Thomas Picton School in Years 7 – 11 are forbidden to leave site during the school day.

7.4 Offensive Weapons

Offensive weapons are defined in the Prevention of Crime Act 1953 as 'any article made or adapted for causing injury to the person or intended by the person having it with him/her for such use.' This includes 'any article which has a blade or point or is sharply pointed.' We define this further by making it clear that all pocket knives are included in this definition for the purposes of maintaining school discipline and the safety of the whole community.

Students who have an offensive weapon will have the offending article removed from them. This will not be returned to the student. The parent/carer will be informed and may request permission to pick the article up from the school. A decision about whether this will be granted will be made in liaison with the police. The student will be removed from lessons while the investigation takes place.

The student may be excluded either for a fixed term or permanently as a result of this act. This decision will be taken when full information is known.

All of the above also applies to fireworks and other explosive material.

7.5 Sharing of offensive material

This is deemed as unacceptable and inappropriate. The student will be isolated until relevant outside agencies have been contacted and advice taken. Where appropriate consequences are imposed.

7.6 Drugs, alcohol and illicit substances

If staff or students report a suspicion of any student involved with drugs, alcohol or paraphernalia then the student/s will be interviewed, possibly searched and parents contacted. This situation raises the same kind of issues as where a pupil refuses to stay in a detention or refuses to stop any other unacceptable behaviour when instructed by a member of staff – in such circumstances the pupil will receive appropriate consequences. In some circumstances a search may take place without consent this would be carried out within the boundaries set by the Department of Education. (February 2014)

Any item found, will be confiscated. Drugs and paraphernalia will be removed from the school site by the police; alcohol will be destroyed.

Any incident relating to illegal substances will be reported to the linked police officer to the school. In addition to this, appropriate consequences will be considered by the school. The student may be excluded either for a fixed term or permanently as a result of the investigation and the seriousness of the incident. The school will also refer students to external support agencies. If a student is found with tobacco or e-cigarettes, parents will be informed and appropriate sanctions will be issued

7.7 Use of Mobile phone

The use of mobile phones by pupils is prohibited during the school day. This approach has been adopted in view of the increasing misuse of mobile phone cameras and the escalating risk of theft. However, pupils are always allowed access to the school phone in times of emergency. If seen or heard, they will be confiscated by a member of staff and only returned in line with the school mobile phone policy.

See Appendix 2

7.8 Smart Watches

The use of smart watches by pupils is prohibited during the school day. This approach has been adopted in view of the increasing misuse of cameras and the escalating risk of theft. If seen they will be confiscated by a member of staff and only returned in line with the school mobile phone policy.

7.9 Incidence of Racism

The matter will be investigated by a member of SLT or behaviour department. An informal procedure will be used where the investigation shows that the racism, slur, discrimination may have been unintentional, and that the perpetrator may not have been aware of the fact that his or her behaviour was offensive or unacceptable. The schools serious incident procedure will be used where the investigation shows that the racism, slur, discrimination was deliberate and intended.

All incidents will be reported and logged according to LEA policy.

8. Serious Incident Procedure

When on C4 detention duty staff are reminded of procedure;

- ✓ Behaviour department will provide a list of pupils for C4 detention.
- ✓ When pupils **do** attend the slips should be counter signed and placed back in the box. Poor behaviour or attitude should be noted.
- ✓ Pupils who **fail** to attend their C4 detention should be logged as 'absent' in the file and the slips returned to **the box** for an after school detention to be arranged.

A student may continue to show unacceptable behaviour in the classroom despite a number of strategies being used. At this point it is necessary to call for the Head of Department.

There will be occasions when a student will need to be removed to an appropriate classroom by the HOD to help him/her put a stop to the undesirable behaviour

8.1 Remove

When a student's behaviour has escalated to a point where it is deemed unacceptable a member of the Senior Leadership Team, Pastoral Support Manager or the Behaviour team will be contacted and make the decision regarding the outcome for the student. If the student is placed into Remove, the member of staff dealing with this completes the paperwork. The decision on the duration of their stay and a route forward rests with the Head of Mainstream Behaviour. Individual behaviour strategies are then employed on the student's return to mainstream. These strategies include the behaviour support team tracking and liaising with classroom teachers. Any student after being placed in remove is monitored by a reporting system.

While a student is in remove work is provided for them from their lessons, where appropriate. If work is not available relevant work is provided which contributes to

the learner making progress. The collection and delivery of this work will be coordinated by the behaviour support team.

9. Fixed Term Exclusions

Only the Headteacher can exclude a student. In their absence the Deputy Headteacher can exclude but the parent/carer need to be informed in the letter sent home that this was in the absence of the Headteacher.

The decision to exclude a student is not taken lightly and a thorough investigation into the events that led to this poor behaviour need to be looked at closely. When the Headteacher feels that there are no other appropriate sanction for the behaviour displayed they will exclude. Parents/Carers are contacted by school and informed of the decision and an explanation is given to why this action is deemed necessary. Where possible a meeting is arranged with the Parent/Carer on the student's return to school, this is to address the behaviour displayed and also strategies that could be used in future to minimise their poor behaviour. Following an exclusion, the student will return to Remove for a day as part of the school post exclusion system. This time is given to the student to reflect on their behaviour. They are then placed on a two week report with set targets for them to adhere to. In certain cases a behaviour contract is given to the student. This is a contract by which they agree to certain terms, failure to comply with this will result in more severe consequences.

10. Permanent Exclusion

A permanent exclusion is the most severe consequence within the school system. This is only considered when all other avenues have been exhausted. The decision to permanently exclude can only be made by the Headteacher. The Headteacher then raises this with the relevant Governor's committee for them to address the Headteacher's views regarding the student.

Signatures: Mrs T Edwards, Acting Headteacher:

Mr S Hudson, Chair of Governors:

Mr J Dodd, Responsible Individual:

Pupil Representative:

Appendix 1

Behaviour at STP

Behaviour	Consequence
Inappropriate hairstyle e.g. fluorescent colour in hair, dipped colour, extreme cut	Contact home Supervised break and lunch until it is corrected
Failure to attend a C4	After School detention HOY informed
Failure to attend an After School detention	Remove
Caught with smokers – not smoking – in association with	Minimum 5 days supervision (break & lunch) Letter home
Caught smoking	1 day in Remove and then 5 days supervision (break & dinner) Letter home
In class failing to complete work	HOD Departmental Detention If continues SLT
Swearing – in conversation but not at the teacher	Appropriate intervention by teacher C4 if continues
Swearing at a member of staff	Remove and immediate contact with parent Exclusion, subject to circumstance and severity
Seen with a mobile phone – on OR off. (This applies during lessons, in the corridor, break and lunch)	Confiscate until the end of the week and contact home (if confiscated on a Friday it will be returned the following Friday). If the parent chooses to collect the phone the pupil will receive a C4 detention
Wearing the wrong uniform that can be removed <i>(Pupils are reminded that the correct uniform should be worn throughout the school day, and when travelling to and from school)</i>	Confiscate until the end of the week and letter home (if confiscated on a Friday it will be returned the following Friday). If the weather is cold the pupil will be offered an alternative coat/school jumper.
Wearing the wrong uniform – which cannot be removed and confiscated	FT to inform Behaviour dept Contact home Supervised break and lunch until corrected
Inappropriate amount of make-up/ coloured nail varnish	FT to inform Behaviour dept and make up/nail varnish removed. If unable to remove supervision at break and lunch

Failure to attend supervision for incorrect uniform	Pupils to be collected from lessons by the Behaviour team.HOY to be informed
Failure to hand over a mobile phone if seen by a member of staff	Remove until phone is handed over SLT to collect pupil and phone
Failure to hand over a wrong item of uniform which can be removed when asked by a member of staff	Remove SLT to collect pupil and phone
Truanting	Remove 5 days supervision (break & lunch)
Off school site during the school day	Phone home Remove
Open defiance/Gross disobedience	Remove Following investigation of context could result in Exclusion
Fighting	Following investigation could result in Remove, or possible Exclusion. Phone home Breaks and lunchtime supervisions
Misbehaviour at break/ lunchtime/change of lessons – boisterous/shouting/running in the corridors	Supervised breaks and lunchtimes
Piercing - nose, tongue, spacer	Contact home Piercing to be removed and confiscated by FT/HOY. To be collected at the end of the week. (if confiscated on a Friday it will be returned the following Friday)
Failure to behave in the Canteen	Fixed term ban from using the Canteen. Break and Lunchtime supervision

Appendix 2

Mobile Phones: Acceptable Use Policy (Students)

1. Purpose

1.1. The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

1.2. Sir Thomas Picton School has established the following Acceptable Use Policy for mobile phones that provides teachers, students, parents and carer's guidelines and instructions for the appropriate use of mobile phones by pupils during school hours.

2. Rationale

2.1. Our rural setting and wide travel to work area for working parents presents challenges when it comes to communications. The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well.

2.2. Personal safety and security

Our School accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

3. Responsibility

3.1. It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

3.2. The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential use/mis-use of those capabilities.

3.3. Parents/carers should be aware if their child takes a mobile phone to school. It is assumed household insurance will provide the required cover in the event of loss

or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.

4. Use of Mobile Phones

4.1. Mobile phones should be switched off and kept out of sight during the school day. Exceptions may be permitted only in exceptional circumstances if the parent/carer specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to the Head teacher or Deputy-Head teacher. Parents/carers are requested that in cases of emergency they contact the school first so we are aware of any potential issue and may make the necessary arrangements.

4.2. Students should protect their phone numbers by only giving them to close friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

4.3 It is unacceptable to take a picture of a member of staff. In the event that this happens the student will be asked and expected to delete those images.

Also the students phone will be confiscated until the Friday of that week (unless the incident occurs on a Friday, it will then be kept until the following Friday)
Parents/Carer will be contacted and informed.

5. Theft or damage

5.1. Students who bring a mobile phone to school should leave it locked away in their locker/bag when they arrive. To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.

5.2 Mobile phones that are found in the school and whose owner cannot be located should be handed to front office reception.

5.3 The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

5.4 The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

6. Sanctions

6.1 Students whose mobile phones are seen or heard by a member of staff will have them confiscated. The phone will be returned to the student on the Friday. If the phone is confiscated on a Friday then the phone will be returned the following

Friday. Parents/Carers will be informed so that they can make alternative arrangement out of school if needed.

6.2 Failure to hand the phone over will result in the student being placed into Remove until they hand the phone over.