

BEHAVIOUR POLICY



KING EDWARD VI ASTON SCHOOL

Educational excellence for our City

Responsible Board	PEOPLE COMMITTEE
Policy Officer	M Downing
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Reviewed by	M Downing
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MISSION STATEMENT

Our core values of Kindness, Honesty, Diligence and Integrity are at the heart of everything we do.

At King Edward VI Aston School, we aim to ensure that all students become aspirant, confident and articulate global citizens.

All members of our school community are entitled to be treated respectfully fairly and equally regardless of their race, ethnicity, religion, gender, sex, sexuality, needs or disability.

The school is a busy, friendly and thriving place; in order that it can function efficiently and for the benefit of the whole school community, it is expected that each individual will adopt a positive and self-disciplined approach to school life.

SCHOOL AIMS

Our aim is to strive for educational excellence and high levels of academic achievement and success by ensuring high standards of behaviour and attitudes to learning. All efforts are made to create a climate where praise and encouragement outweigh sanctions and punishments.

We aim to do this by:

- Promoting our Core Values of Kindness, Integrity, Honesty and Diligence.
- Fostering positive, caring, respectful attitudes so that each student feels valued and values others, respecting staff and peers alike.
- Creating a calm and co-operative working atmosphere so that each student can achieve their full potential, and each member of staff can be allowed to fulfil their roles effectively.
- Encouraging increasing independence and self-discipline so that each student learns to accept responsibility for their own behaviour.
- Raising awareness about appropriate behaviour and making the boundaries clear.
- Working in partnership with parents and carers.
- Encouraging students to respect their environment and further the interests of the local and wider community

RIGHTS AND RESPONSIBILITIES

RIGHTS

As a student of King Edward VI Aston School, you have the right:

- To enjoy a high-quality education.
- To feel safe and secure.
- To enjoy a wide range of extra-curricular opportunities.

Members of staff at King Edward VI Aston School have the right:

- To teach.
- To be treated with respect.
- To feel safe and secure.

RESPONSIBILITIES

The Governing Body will establish, in consultation with the Headteacher, staff and parents, a policy for the promotion of good behaviour and keep it under review. Governors will support the school in maintaining high standards of behaviour of pupils and staff.

The Headteacher and the Senior Leadership Team (SLT) will be responsible for the implementation, modelling and day-to-day management of the policy.

Staff will be responsible for creating, with the support of the Headteacher, a positive and caring learning environment which promotes good behaviour and a positive attitude to learning. Staff will ensure the policy is followed consistently and applied fairly.

Parents and carers are encouraged to take responsibility of their child's behaviour, both within and outside of school. They are responsible for assisting the school in maintaining high standards of behaviour and attitudes to learning, and working in partnership with the school with the application of this policy.

Pupils should strive for excellence in how they conduct themselves and are expected to take responsibility for their behaviour, abide by the school rules and demonstrate a positive attitude to learning.

CONDUCT

Pupils will:

Uphold Core Values in lessons including:

- Arrive to classrooms on time and in an orderly manner, wait quietly and enter when told to do so by a teacher.
- Non-uniform items should be removed before entering the classroom.
- Stand silently behind desks / workstations at the beginning of the lesson and take out standard equipment and place on the desk.
- Make sure they have the correct equipment for each individual lesson.
- Remain in seat throughout the lesson

Uphold Core Values in interactions:

- Listen when others are talking
- Ensure behaviour is helpful to all learners
- Be respectful, polite and kind to all
- Follow instructions first time.
- Raise their hand if they wish to speak (do not shout out) and do not interrupt others.
- Do not eat/chew/drink (water only) in lessons, unless permission is given by the member of staff present
- Completing all work set and recording homework

Uphold Core Values in moving around the school:

- Move around the school buildings in an orderly manner (quietly and sensibly, keeping to the left in corridors and on stairs)
- Place all litter in the bins provided
- Keep hands and feet to themselves and respect the school environment and other pupil's property
- Arrive quietly to assemblies, and remain in silence throughout, until pupils have left the building.

Uphold Core Values in our community:

- Demonstrate respect and responsibility for members of our community.
- Use appropriate language.
- Be polite and courteous.
- Be outstanding ambassadors of the School and Trust.

RULES

- Pupils are allowed in the canteen and library from 8:00am each day. They should not be inside any other area of the school buildings before 8.30 am, at recess, lunchtime or after school, without permission of staff or prefects on duty.
- Mobile devices are not to be used within school from 8.40 am until 3.35pm (see Electronic Mobile Devices policy for more details).
- Pupils in Years 7 – 11 must not leave the school site at any time during the school day, unless granted permission to do so by the Headteacher following a parental request.
- Regarding leaving the school site, 6th form pupils must abide by the contractual rules set out by the Head of 6th form.
- Arrive quietly to assemblies, and remain in silence throughout, until pupils have left the building.
- Follow the specific rules for the use of the computer facilities in school (see E-safety policy for more details).
- Non-uniform clothing (such as hats and coats) are not to be worn in classrooms.
- Ball games are allowed, but only on the Longdon courts, MUGA or table tennis in the designated area. No ball games should be played in the Quad or on the Driveway. Only footballs purchased from The HUB are permitted to be used on the Courts or MUGA.
- Bringing items (including food) into school to sell to others is strictly forbidden.

Dangerous objects (such as, but not limited to, knives, laser pens, multi-tools, fireworks), replica weapons or any object/article with the potential to be dangerous to themselves or other pupils, must not be brought onto the school site (this includes trips, fixtures or any other time when representing the school). Bringing such items onto the school site could lead to permanent exclusion.

- The possession or distribution of cigarettes, vapes, alcohol, drugs, solvents, controlled or illegal substances on the school site (this includes trips, fixtures or any other time when representing the school) is strictly forbidden, as is any paraphernalia associated with these. Bringing such items onto the school site could lead to permanent exclusion.
- Gambling is not permitted on the school site (this includes trips, fixtures or any other time when representing the school).
- Bullying or discriminatory behaviour of any kind is unacceptable and is not tolerated at King Edward VI Aston School. Everyone has the right to be treated with respect (see anti-bullying policy for more details).

Uniform and appearance

For individuals, the wearing of school uniform should promote tidiness and a sense of belonging. It should also help engender a feeling of preparedness for work while creating a sense of pride in wearing the uniform. Whenever a student is in school uniform, they are representing the school. See the Uniform Policy for full details.

- All pupils are expected to present themselves smartly and conform to the school's requirements in relation to school uniform.
- Hooded jumpers and sports jackets are not to be worn in school between 8.35-3.35.
- Jewellery (including rings), make-up and ear studs/rings are not allowed at any time.
- Hair must be natural, clean and tidy – colours, slits or lines cut into hair or eyebrows are not allowed.

If a pupil is wearing incorrect uniform they will be sent to the Hub to borrow uniform for that day. If there are significant issues with uniform or hairstyle the pupil may be isolated in school.

Mobile Devices

Pupils in Years 7-11 are not able to access their phones for any reason, anywhere on site between 8.40-3.35.

It is only intended that permission to allow pupils to use a mobile phone would be granted under the following conditions:

- In designated 6th -Form-only locations within the school
- In 6th-Form lessons
- In designated enrichment activities for Years 7-11
- In our learning support base for pre-defined pupils in Years 7-11

Pupils who infringe the rules set out in this document could face having their mobile devices confiscated by teachers. If a mobile device is being used inappropriately the student must give it to a teacher if requested. Please see the Electronic Mobile Device Policy for further details.

Attendance, Illness and absence

- Be punctual to school and lessons. If they do miss registration, students must enter school via Reception and then sign in at Student Support Services (East Wing corridor).
- If a student is late twice in one week, this will result in an after-school detention.
- Remain on school premises during the school day if they are in Years 7-11.
- If pupils feel ill during the school day they should report to The HUB who will contact the First Aid Officer. Only Reception or First Aid staff will contact parents/carers or arrange transport home or to the hospital. Pupils must not attempt to contact home to make their own arrangements.
- If a student is absent due to illness, parents/carers should telephone or email the school on the first morning of absence and each subsequent day of absence.
- Pupils leaving school for medical and dental appointments should have had the absence authorised by the Headteacher in advance, and should sign out (and sign in on their return) at Reception.
- Holiday arrangements should be confined to the school holidays. In the exceptional circumstances that parents wish to apply for permission to withdraw a student during term time, a letter explaining the circumstances and requesting leave of absence must be sent to the Headteacher as far as possible in advance of the proposed date of absence, and prior to travel arrangements being made.

REWARDS AND SANCTIONS

REWARDS

Good work and valuable contributions to the life of the school can be rewarded in a number of ways.

- Positive comments orally, or in student planners for parents to read.
- For excellent work – referral to Subject Leader, Head of Year, Pastoral Leader, Deputy Head, Headteacher.
- A letter home or postcard can be sent to pupils and parents for excellent work and effort
- Assemblies are used to recognise wide ranging achievements e.g. in sport, drama, music, charity fund raising, public speaking.
- Achievement points are awarded either in lessons or by Form Tutors and Year. These can be awarded for excellent effort, outstanding class / homework, academic attainment and demonstrating positive behaviours such as Independence, Resilience, Manners etc.
- Achievement points can also be awarded for any extra-curricular attainment, positions of responsibility and helpful contributions to the school and its community. Accumulation of Achievement points can lead to praise, rewards and certificates of achievement/excellence from the Head of Year, Pastoral Leaders, Assistant Heads, Deputy Head, Headteacher.
- Achievement points are also used in Years 7-11 to qualify pupils for rewards days. Qualifying pupils in each year group are taken off timetable for a period of the day to take part in a rewards activity.
- Each term, tutors in Years 7-11 will nominate two pupils from their form to receive a certificate and prize from the Headteacher during an assembly in the final week of term - one student for recognition of excellent progress and one for excellent achievements that term.
- A termly Head of Year award and prize is also given out to a student in each year who has gone above and beyond, or shown exceptional levels of progress.
- Each year awards ceremonies are held to celebrate achievement and progress in KS3 (July) and KS4 and Sixth Form (November). Awards are also given for 100% attendance. Both are formal occasions with pupils, parents, staff and governors present.
- A colours system operates for specific contribution and achievement in school sport, drama and music. Younger pupils receive a badge, older pupils are eligible to wear a specific tie in recognition of their achievement.

- Each year pupils are rewarded with leadership roles within their forms e.g. School Council representative, House representatives, Form representative.
- Each year pupils are rewarded with leadership roles for their outstanding contribution to the school e.g. School Captain, Vice-Captain and Senior Prefects, House Captains, Team Captains.

The Rewards System encourages excellent work, positive behaviour and helpful actions. The Rewards System will be reviewed each year, and rewards activities will vary from year to year at the discretion of the Head of Year and Pastoral Leader.

SANCTIONS

Sanctions have three main purposes, namely to:

1. Impress on the pupils that what they have done is unacceptable.
2. Deter the pupil from repeating the behaviour.
3. Signal to other pupils that the behaviour is unacceptable and deter them from doing it.

There is a range of sanctions that may be applied in the event of student misconduct, negative behaviours, a breach of rules, poor attitude to learning and failure to meet expectations or follow the Core Values:

- Verbal warning
- Behaviour point
- Moving the student within classroom
- Contact with parents (email/letter/phone call/meeting)
- Removal of student from a lesson and parking in the department
- Teacher recess / lunchtime detention
- Subject Leader / Department detention
- Head of Year / Pastoral Leader / SLT detention
- Behavioural contract
- Pastoral Support Plan
- Mentoring
- Removal of a student from lessons and isolation
- Withdrawal of privileges e.g. representing the school, participation in rewards afternoons, school trips and visits etc.
- Subject Leader/Form Tutor/Year Leader/Pastoral Leader Report
- Removal of Free time
- Internal exclusion
- Fixed Term Exclusion
- Permanent Exclusion

Where appropriate, the Assistant Head (Pastoral) will contact outside agencies, such as the Police, Children's Advice & Support Services or the School Medical Services for advice and support (see the Child Protection and Safeguarding Policy).

It is the aim of the school to encourage excellent behaviour and to encourage pupils to improve their behaviour once sanctions have been applied. As a result, as well as the application of sanctions for poor behaviour, referrals to

various student support services such as the SEND Department, Wellbeing Counselling Service and the Director of Inclusion may be made.

See below for further information regarding our behaviour policy and linked policies and guidance.

ANTI-BULLYING POLICY

If a behaviour incident is linked to (or suspected to be linked to) bullying then the school's Anti-Bullying procedures will be followed (See Anti-Bullying Policy)

CHILD PROTECTION POLICY

If a behaviour incident is linked to (or suspected to be linked to) an issue concerning Safeguarding (including Child Protection) then the DSL must be informed immediately and the procedures outlined in the school's Safeguarding Policy followed immediately (see Safeguarding and Child Protection Policy)

THE LEGAL POSITION ON DISCIPLINE IN SCHOOLS: TEACHERS' POWERS AS OF JANUARY 2018

Key Points:

- Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 91 of the Education and Inspections Act 2006).
- The power also applies to **all** paid staff with responsibility for pupils, such as teaching assistants.
- Teachers can discipline pupils at any time the pupil is in school or elsewhere under the charge of a teacher, including on school visits.
- Teachers can also discipline pupils for misbehaviour outside school.
- Teachers have a specific legal power to impose detention outside school hours.
- Teachers can confiscate pupils' property.

There are two sets of legal provisions which enable school staff to confiscate items from pupils:

1) The **general power to discipline** (Section 91 of the Education and Inspections Act 2006) enables a member of staff to confiscate, retain or dispose of a pupil's property as a punishment and protects them from liability for damage to, or loss of, any confiscated items

2) **Power to search without consent:**

- Schools can search without consent if they believe "that there is a risk that serious harm will be caused to a person if the search is not carried

out as a matter of urgency” (Education Act 2011) Prohibited items may include:

- Any item which is illegal or age inappropriate.
- Any item banned by the school rules or any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property
- Any item banned by the school rules
- Items can be confiscated, retained or disposed of as a disciplinary penalty, where reasonable to do so. This includes any item they consider harmful or detrimental to school discipline

The legislation sets out what must be done with prohibited items found as a result of a search: Weapons and knives and extreme or child pornography must always be handed over to the police otherwise it is for the teacher to decide if and when to return a confiscated item.

Power to use reasonable force

The legal provisions on school discipline also provide members of staff with the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others or damaging property, and to maintain good order and discipline in the classroom. Head teachers, members of the SLT, Pastoral Leaders and Head of Years may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. The Headmaster maintains a list of those staff who have been trained in restraint / positive handling techniques and are authorised to use such measures within school (see Care and Control Policy)

Force **cannot** be used to search for other items banned under the school rules.

MOBILE DEVICES

Misuse of mobile devices will be dealt with, depending on the offence, in accordance with the School’s Behaviour Policy (above), Anti-Bullying Policy, E-Safety Policy and/or Electronic Mobile Device Policy.

The School has the right to, and will when appropriate, confiscate and search mobile devices where there is a reasonable suspicion that they may contain

undesirable materials including those that promote pornography, violence or bullying, or have been used to disrupt teaching or break school rules.

Pupils who infringe the rules set out in the Electronic Mobile Device Policy could face having their mobile devices confiscated by teachers. If a mobile device is being used inappropriately the student must give it to a teacher if requested.

Mobile devices must not disrupt classroom lessons with ring tones, music or beeping. They should be on silent or turned off throughout the school day.

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

Related Policies:

Anti-Bullying Policy

Child Protection and Safeguarding Policy

Care and Control Policy

E-Safety Policy

Health and Safety Policy

Electronic Mobile Device Policy