

King Edward VI Aston School Behaviour Policy

1. THE SCHOOL AIMS

To improve or sustain standards of achievement and success by ensuring high standards of behaviour. All efforts are made to create a climate where praise and encouragement outweighs sanctions and punishments.

We aim to do this by:-

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

2. RIGHTS AND RESPONSIBILITIES

a) Rights

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

- i. To enjoy a high quality education.
- ii. To feel safe and secure.
- iii. To enjoy a wide range of extra-curricular opportunities.
- iv. To receive regular feedback, reports and progress updates.

As a member of staff at King Edward VI Aston you have the right:

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

b) Responsibilities – Positive Choices and Actions

As a student of King Edward VI Aston School, you should:

- i. Follow the direction of ANY member of staff, first time, without question
- ii. Treat everybody with respect. Keep 'unhelpful' hands and feet to yourself. Avoid name-calling, put-downs and swearing.
- iii. Aim to achieve exemplary levels of attendance and be punctual for registration and every lesson.
- iv. Work hard and make the most of every lesson, completing all classwork, homework and coursework as set.
- v. Come to school wearing the correct uniform and with the correct equipment.
- vi. Make the most of all opportunities, both curricular and extra-curricular.
- vii. Respect individual differences; both through conduct and use of language.
- viii. Inform a member of staff if you feel another student's rights are being denied.
- ix. Be respectful, supportive and helpful towards students and staff.
- x. Be aware of the needs of, and contribute positively to, the school, local and wider communities

3. SCHOOL RULES AND EXPECTATIONS

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.

a) Expectations

Each individual is expected to:

- i. commit himself to achieving his full potential inside and outside the classroom
- ii. respect fellow students, teachers, other adults, school property and its environment
- iii. behave in a responsible, tolerant and sensible manner at all times
- iv. know, understand and accept the school's rules and sanctions

b) Rules

Students will:

- i. demonstrate a polite and courteous attitude towards each other and especially towards staff and visitors to the school
- ii. wear full school uniform in school, whilst travelling to and from school or when representing the school
- iii. move around the school buildings in an orderly manner, keeping to the left in corridors and on stairs
- iv. place all litter, including chewing gum, in the bins provided, and will not eat/chew/drink in lessons, unless permission is given by the member of staff present
- v. leave bags only in areas authorized by teachers or in their lockers
- vi. arrive quietly, in an orderly manner, to classrooms and enter when told to do so by a teacher
- vii. ensure jackets and hats are off inside school buildings, and all other uniform is worn correctly
- viii. Treat with care text books and school property. Report all accidents and breakages to the school office or to a member of staff. A charge may be made for damage.
- ix. Follow the specific rules for the use of the computer facilities in school (see e-safety policy). Any student who misuses the computer facilities will have access withdrawn, either temporarily or permanently. Any student who is aware of another student abusing the computer facilities (for example looking at inappropriate websites or sending bullying emails) should report the incident immediately to their Year Leader or a member of the SLT.

Any failure to comply with these rules will lead to a sanction according to those listed below and in the behaviour flowchart, and students should expect to receive such sanctions without question.

c) Guidelines for behaviour in the classroom

Students will:

- i. Treat others with kindness and respect.
- ii. Remove outdoor wear when indoors.
- iii. Enter and leave rooms quietly and stand in silence behind the desks / workstations at the beginning and end of each lesson.
- iv. Make sure they have the correct equipment for each lesson.
- v. Listen carefully to the teacher and carry out requests quickly and quietly.
- vi. Not interrupt other students or the teacher and raise a hand (without shouting out) if they wish to contribute.
- vii. Work sensibly with classmates; not distract or annoy them.
- viii. Record all homework in their planners and show it to their parents regularly.
- ix. Not leave during a lesson without permission from the teacher.
- x. Wait for the teacher to signal the end of the lesson before packing their bags.
- xi. Leave classrooms clean and tidy with chairs under desks and no litter on the floor.
- xii. Find out what work has been missed if absent for any reason and copy up or complete the work as soon as possible.
- xiii. Follow the specific health and safety rules for behaviour in workshops and laboratories, and when participating in sporting and outdoor activities.

d) Details

- i. Students are allowed in the dining hall and library from 8am each day. They should not be inside any other area of the school buildings before 8.40 am, at recess, lunchtime or after school, without permission of staff or students on duty.
- ii. Mobile devices are not to be used within the school buildings from 8.40 am until 3.35pm. With regards to Mobile phones and other such devices, students are expected to know, understand, and follow at all times, the requirements of the School's Mobile Devices Policy.
- iii. Students in Y7 – 11 must not leave the school site at any time during the school day, unless granted permission to do so by the Headmaster following a parental request. Sixth form students may only leave the school site from 12.50pm (and only at the discretion of the Head of Sixth Form); they must 'sign out' when leaving the site and 'sign in' on their return by 1.45pm at the latest.
- iv. Ball games are allowed, but only on the Longdon Courts. Heavy or leather balls are not permitted. Students must keep away from areas where cars are parked.

- v. Dangerous objects such as knives, matches and lighters, as well as replica weapons must not be brought onto the school site. Laser pens must also not be brought onto the school site.
- vi. The possession or distribution of cigarettes, alcohol or drugs on the school site is strictly forbidden, as is smoking paraphernalia such as e-cigarettes, shisha pens, vaping equipment.
- vii. Bringing items (including food) into school to sell to others is strictly forbidden.

e) Uniform and appearance

Whenever a boy is in school uniform he is representing the school.

- i. All students are expected to present themselves smartly and conform to the school's requirements in relation to school uniform.
- ii. Jewellery, make-up and ear studs are not allowed.
- iii. Hair must be clean and tidy – radical styles and colours are not allowed.
- iv. Long hair must be tied back at all times whilst in school.
- v. Outer garments (non-school items) are not to be worn inside school buildings.

Students are asked to:

- i. (along with parents) make sure their equipment and clothing is marked clearly and permanently.
- ii. Keep money under close personal care, and not bring excessive amounts into school. Be aware that expensive items which could get lost, damaged or stolen are brought into school at the students own risk (see school policy on the website). Students are advised not to bring such valuable items into school.
- iii. Maintain any locker they are responsible for in accordance with the "*Terms for the Provision of a School Locker*" document.

f) Attendance , illness and absence

Students are required to:

- i. Be punctual. If they do miss registration, they must sign the late book in the Student Support Office.
- ii. Remain on school premises during the school day if they are in Years 7-11, and at least until 12.50pm if they are Years 12 & 13.
- iii. If students feel ill during the school day they should report to the school Office / First Aid Officer. Only the office or First Aid staff will contact parents/carers, arrange transport home or to the hospital or supervise the medical room. Students must not attempt to contact home to make their own arrangements.

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- iv. If a student is absent due to illness, parents/carers should telephone the school on the first day of absence and each subsequent day of absence, and should write a note which can be given to the form tutor or Student Services on the student's return. The note should specify name and form, reason for absence and dates of absence.
 - v. Students leaving school for medical and dental appointments should produce a note from parents in advance, and should sign out (and sign in on their return) at the Student Support Office.
 - vi. Parents/carers are asked to confine holiday arrangements 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 Headmaster as far as possible in advance of the proposed date of absence, and prior to travel arrangements being made.

4. REWARDS AND SANCTIONS

Also see the Achievement/Behaviour Flowchart

a) Rewards

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

- i. Positive comments orally, or in student planners for parents to read.
- ii. For excellent work – referral to Subject Leader, Year Leader, Deputy Head, Headmaster
- iii. A letter home or postcard can be sent to parents for excellent work and effort
- iv. Assemblies are used to recognise wide ranging achievements e.g. in sport, drama, music, charity fund raising, public speaking.
- v. Achievement points are awarded either in lessons or by Tutors and Year Leaders. These are awarded for either excellent effort, for good class / homework, or for academic attainment. Achievement points can also be awarded for any extra-curricular attainment, positions of responsibility and helpful contributions to the school. Accumulation of Achievement points can lead to praise, rewards and certificates of achievement/excellence from the Year Leader, Assistant Heads, Deputy Head, Headmaster.
- vi. Achievement points are also used in Years 7-11 to qualify pupils for half yearly 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 coordinated by the Head of Year and Assistant Headmaster (Pastoral).
- vii. Each term, tutors in Years 7-11 will nominate two students from their form to receive a certificate and prize from the Headmaster during an assembly in the final week of term - one student for recognition of excellent progress and one for excellent achievements that term.
- viii. 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 boys, parents, staff and governors present.
- ix. A colours system operates for specific contribution and achievement in school sport, drama and music. Younger boys receive a badge, older boys are eligible to wear a specific tie in recognition of their achievement.
- x. Each year boys are rewarded with leadership roles within their forms e.g. School Council representative, House representatives, Form representative.
- xi. Each year boys 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 Year Leader.

b) Sanctions

There is a range of sanctions that may be applied in the event of a student misdemeanour:

Verbal warning

Behaviour point

Moving the student within classroom

Removal of student from a lesson and parking in the department – temporarily

Removal of a student and isolation

Written note to parents in student planner

Other contact with parents (email/letter/phonecall)

Teacher recess / lunchtime detention

Subject leader lunchtime detention

Pastoral lunchtime detention

Subject Leader Afterschool detention

Year Leader Afterschool detention

Withdrawal of privileges e.g. representing the school, participation in rewards afternoons, school trips and visits etc.

Weekly report card

Removal of Free time

Internal exclusion

Fixed Term Exclusion

Permanent Exclusion

- i. It is important that the parents, tutor, Head of Year and SLT are kept fully informed about any problems, and that a written/electronic record is made of incidents and interviews. If necessary, parents will be invited into school to discuss problems. Where appropriate, the Assistant Head (Pastoral) will contact outside agencies, such as Children's Advice & Support Services or the School Medical Services for advice and support. (See Drug Education & Drug Related Incidents Policy, Anti-Bullying Policy and Safeguarding Policy).
- ii. It is the aim of the school to encourage good behaviour and to encourage students to improve their behaviour once sanctions have been applied. As a result, as well as the application of sanctions for poor behaviour, the member of staff responsible for investigating the cause of an incident of poor behaviour may make referrals to various student support services such as the SEND Department, Wellbeing Counselling Service and the School Nurse. A number of monitoring and intervention strategies may be applied by the Tutor and Head of Year to monitor and track and develop behaviour and progress such as academic and pastoral reports.

ACADEMIC / SUBJECT DETENTIONS (Lunchtime or after school)

1. Academic recess or lunchtime detentions

i) Teacher recess / lunchtime detention:

(Step 1) If a student's behaviour or attitude to learning is unacceptable in lessons, or if his work is of poor quality or has not been produced on time and it is felt that a detention would be an appropriate punishment, then this detention should be given and led by the member of staff at the nearest convenient recess or lunchtime. The Subject Leader will also be informed.

ii) Subject Leader lunchtime detention:

For persistent offenders (Step 2), the Subject Leader should again be informed and they should arrange a Subject Leader lunchtime detention on a convenient lunchtime.

Subject leaders should record a comment to parents in the student's planner, and will make the Form Tutor, and possibly the Year Leader, aware to see if the issue crosses over to other subjects.

2. Academic after school detention (Step 3 – determined by SL) is provided for boys for two main reasons:

- i) Boys who have already been previously given a recess / lunchtime detention by both the subject teacher **and** the Subject Leader for the same offence.
- ii) Boys who **persistently** break school rules or behave very poorly in lessons within a particular subject; this sanction is reserved for Subject Leaders who will place the boys in the next available detention. The class teachers should have dealt with the issue in the first instance by issuing a teacher recess / lunchtime detention. The Form Tutor and Year Leader should be made aware of this sanction.

Work to be completed during this detention is at the discretion of the Subject Leader.

In both instances above, the Subject Leader must complete the detention form in SIMS, a letter emailed to parents via InTouch / Student Support and printed by the issuer of the detention and given to the student. The letter provides **at least 24 hours'** notice for parents and also informs them of the reason for the detention. The detention log will be studied by the Year Leaders and Assistant Headmaster (Pastoral) and particular action will be decided upon in cases of boys regularly in detention.

PASTORAL DETENTIONS (lunchtime and after school)

1. Pastoral lunchtime detention occurs from 12.50-13.20 each day in E8 and is provided for boys for the following reasons:

- i. Boys have either been unable to produce their planner or report card.

- ii. Minor infringements of school rules or poor behaviour **outside** the classroom. This should still be recorded in the students' planner and the student placed in the next available lunchtime detention. This must be recorded on SIMS as soon as possible. *Boys may also be present in this detention if they have had 'removal of their free time' (see later sanction)*

2. Pastoral after school detention (Step 4) (Tuesdays or Thursday week 1 / Friday week 2) is provided for boys for two main reasons:

- i) Boys who persistently break school rules or also behave very poorly, or have received detentions across a range of subjects; this sanction is reserved for Year Leaders who will place the boys in the next available detention.
- ii) Boys who have been late to school more than once in any one week. Form Tutors should monitor attendance and punctuality and place boys in this detention if there is no valid reason for lateness.

In both instances, the detention form must be completed in SIMS by the Year Leader, a letter emailed to parents or printed by the issuer of the detention and given to the student. The letter provides **at least 24 hours** notice for parents and also informs them of the reason for the detention. A text message should also be sent home via InTouch / Student Support informing parents to expect a letter, or send an email including the letter direct to parents. The detention log will be studied by the Year Leaders and Assistant Headmaster (Pastoral) and particular action will be decided upon in cases of boys regularly in detention.

Detentions may on occasion take place on the same day with verbal consent given by parents.

At the Year Leader's discretion some of this time may be used for supervised litter picking and other menial tasks

WEEKLY REPORT CARD

If students receive **a highlighted number of behaviour points, in a week or over a term**, or a particular behaviour is repeated, then a weekly report card may be distributed. This report card will initially be given by the Form tutor (Green card). The student is then expected to produce the report card for the subject tutor at the start of each lesson. The subject tutor will then give a grade (1-3) dependent on the behaviour and academic work of the pupil. Also, they are to show this report card to their form tutor at the start of both recess and lunch for the form tutor to sign. The student will also be given specific targets to focus upon during the week. Parents will be informed and will also be expected to sign the report at the end of each day.

If the student cannot address their behaviour accordingly while on report then they will be moved onto a Year Leader (Yellow) or Senior Leader (Red) report card, which they will also follow for a week. If behaviours are addressed accordingly then the student will move back to the previous report card until they consistently demonstrate behaviours that are acceptable according to this policy.

REMOVAL OF FREE TIME

For repeated offences (which may be linked to behaviour while on a report card) and failure to attend an after school detention, a Year Leader, with reference to the Assistant Headmaster (Pastoral), may remove the free time of a pupil for up to one week. This will involve the pupil reporting to the Year Leader at the start of recess and lunch time each day. At the Year Leader's discretion some of this time may be used for menial tasks. The pupil will attend the supervised daily pastoral detention in room E8 from 12.50-13.20pm. After this time pupils will be provided with 15 minutes to eat lunch in the canteen, however they will sit by a member of staff on duty in the canteen. Parents will be informed of the reasons for this punishment and the incident will be recorded on the Student's file. Staff should be informed of this punishment at morning briefing and should not detain the pupil for recess / lunchtime detentions during this period.

INTERNAL EXCLUSION

For more serious offences, e.g. persistent breaking of school rules, disrupting the learning of others, inappropriate conduct, the Assistant Headmaster (Pastoral) with reference to the Headmaster may internally exclude a pupil for up to 3 days. The pupil will attend school as normal, however he will be supervised and isolated from other boys for the entirety of each day (8.30-16.15) and will have different recess and lunch breaks. The students' mobile device will also be removed for the day. Work for each day will be set by the teachers whose classes he would normally have attended. Parents will be informed of the reasons for this punishment and the incident will be recorded on SIMS. Parents will be requested to collect their son from school at 16.15 and to discuss the incident with a member of SLT.

EXCLUSION

At his discretion and subject to the approval of Governors, the Headmaster may exclude a student for either a fixed term or permanently. This sanction will normally only be used rarely and for very serious offences. An exclusion from school will be one of the following:

- i. A short, fixed term exclusion (usually between one and five days). This is used in instances of serious misbehaviour (violence towards other students, racism, verbal abuse of staff, behaviour which threatens the safety of others) or persistent poor behaviour which does not respond to any other sanction. The short exclusion can be a constructive period and should have a salutary effect on other students as well as the offender.
- ii. A fixed term but longer exclusion (up to 45 days in a school year). This can be used only rarely and principally where extra time is needed for students to be successfully reintegrated.
- iii. A permanent exclusion. This may be used for cases of criminal behaviour and for students whose behaviour continues to be inappropriate in school.

In the event of an exclusion, parents will be contacted and expected to attend school for a meeting with the Headmaster, before the student is sent home. A formal letter will follow, containing the following information:

- Why the student has been excluded
- The length of the exclusion
- The arrangements for re-admission
- Information about parents' right to appeal
- An explanation that copies of the letter go to the governors and the local education authority (not necessary for exclusions of five days or less, the first time in a term).
- Tutors will arrange for work for excluded students to be sent home. All set work should be completed by the time the student returns to school.

5. ANTI-BULLYING

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

6. CHILD PROTECTION

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

7. THE ROLE OF ALL COLLEAGUES

In order to ensure that the desired atmosphere of the school is achieved and maintained, it is vital that all colleagues set an example and enforce the rules. Without collective action and responsibility, the successful application of school rules and maintenance of good behaviour is impossible to achieve.

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

Key Points:

- i. 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).
- ii. The power also applies to **all** paid staff with responsibility for pupils, such as teaching assistants.
- iii. Teachers can discipline pupils at any time the pupil is in school or elsewhere under the charge of a teacher, including on school visits.
- iv. Teachers can also discipline pupils for misbehaviour outside school.
- v. Teachers have a specific legal power to impose detention outside school hours.
- vi. 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 and Year Leaders 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.

Other related policies:

Safeguarding and Child Protection Policy,
Care and Control Policy,
Anti-Bullying Policy,
Equality Policy,
SEN Policy,
Homework Policy,
Inclusion Policy,

Governors Approval: 26th June 2017

Date of next Review: October 2018

M.Downing - Assistant Headteacher (with responsibility for the school's pastoral arrangements)