

Beaminster School **Policy and Procedures Statement**

TITLE: Behaviour Policy	MANAGEMENT: Standards Committee
DATE APPROVED: October 2020	REVIEW DATE: October 2022

Policy

This policy outlines the measures that the school takes to: promote good behaviour, self-discipline and respect; prevent bullying; ensure that pupils' complete assigned work; and regulate their conduct. It is based around the Beaminster School Values of Ambition, Service and Kindness

Context

This policy reflects the governors' written statement of general principles which is reviewed annually following consultation (governors, head teacher, school staff, parents and pupils). It acknowledges the school's legal duties under the Equality Act 2010 and in respect of pupils with SEN. The school sees partnership with parents as a key element for success. This policy should be considered in conjunction with other related policies.

The School Rules and Code of Conduct

The school rules outline our expectations regarding good behaviour and discipline. Information about school rules is provided for parents and students in the school prospectus, staff handbook, on the school website and in the school planner. (Appendix 2, 3, 4, 5, 6, 7, 8 & 9)

Positive Behaviour Management

A positive behaviour management system (PBM) is used to support pupil behaviour and discipline. Information about PBM is provided for parents and students in the school prospectus, the student Handbook and on the school website. Key aspects include the need to understand young people; an emphasis upon praise and reward (though there are clear sanctions); a consistent approach; mutual respect and the provision of opportunities for additional responsibility. (Appendix 8)

Guidance and Advice

The Department for Education provides guidance and advice for Headteachers, Staff and Governing bodies in relation to: the school behaviour policy; teachers' powers; responding to poor behaviour; student conduct outside the school gates; detention; screening, searching and confiscation; and the use of reasonable force. This guidance and advice informs the school rules and PBM system.

General principles

These are outlined on the next page (Appendix 1)

Relevant Legislation

Education and Inspections Act 2006 (2011/2016)
School Standards and Framework Act 1998
Education Act 2002 (2011)

Appendix 1

General Principles

Behaviour

Through the overall school aims we strive to develop a trusting and caring environment, based upon mutual respect and understanding where all people are treated fairly. The school ethos is based on these aims and around the qualities of care, courtesy, consideration and common sense.

Responsibilities

Students are expected to

- Behave in an orderly, purposeful and sensible manner at all times
- Show courtesy and respect to all members of the school and visitors
- Be thoughtful, helpful and understanding to each other at all times

Parents are expected to

- Be aware of the school's Pupil Behaviour Policy and actively support it, discussing any problems with the staff, Headteacher or Chair of Governors if necessary.

Staff are expected to

- Set high standards of social behaviour, be polite, well-disciplined and consistent
- Listen to children, making it clear through their response that children's comments and reactions matter.
- Recognise that good classroom behaviour follows good practice in teaching and learning
- Seek every opportunity to explain and reinforce the code of acceptable behaviour, dealing fairly and firmly with those who do not maintain the high standards expected of them

Governors are expected to

- Refer all matters regarding discipline to the Headteacher or Chair of Governors who will discuss these matters together and with the staff if necessary
- Be familiar with the school policy and actively support it

School Trips and Visits

The agreed rules apply to all students. Staff will deal firmly and fairly with misbehaviour wherever it occurs. A record of incidents will be kept and will inform future participation. Incidents of serious misbehaviour on school visits will always be reported to parents.

Transport to and from school

The school will always support providers and DCC in dealing with transport-related behaviour incidents. If a student is behaving poorly, the company has the right to remove that child, with notice, for a fixed period of time.

The Headteacher

Incidents reported to the Headteacher are considered serious. The Headteacher will consider appropriate sanctions in consultation with colleagues and further investigation if necessary. The Head reserves the right to place a student in an after school detention, with appropriate notice if this is considered necessary.

Exclusion

Wherever possible the Student Support and Guidance Centre is used for student withdrawal / internal exclusions before the Headteacher considers a formal exclusion. In very serious cases, and in accordance with local and national policies, it may be necessary to exclude a child. The exclusion will either be for a set period, or permanently, with parents' right of appeal to the Governing Body. N.B. A one-day exclusion is mandatory for first time smoking offences.

Policy Review and Evaluation

The Headteacher has overall responsibility for the implementation and review of the Behaviour Policy.

Beaminster School Rules

Adhere to expectations, guidance and rules found in your planner and displayed on classroom walls:

Beaminster Code of Conduct and rules:

- Our 4 classroom rules
 1. Preparation Arrive at the lesson with correct books, equipment and kit
 2. Work Complete all class work and hand in homework on time
 3. Listen Be silent when your teacher is talking and show you are paying attention
 4. Manners Follow instructions; don't argue or answer back
- Uniform and appearance expectations
- Daily routine, rules and expectations
- Student guides.

You should always:

- Come equipped for all lessons
- Meet all deadlines and be punctual
- Be polite and positive
- Set a good example
- Fulfil your potential and strive for excellence.

Move around the school sensibly and with consideration:

- Remove outdoor clothing on entering the building
- Keep to the left in corridors and on stairs
- Walk rather than run and keep entrances and exits clear
- Allow staff, school visitors and senior students 'right of way'
- Respect your environment – keep it clean and litter free
- Eat in the Canteen, or outside, not in classrooms or corridors
- Do not shout/scream or make unnecessary noise.

The following items should not be brought into school:

- Mobile phones (unless deposited in secure box in Reception)
- Hand held music or other electrical devices and cameras
- Controlled substances and/or associated items (excluding personal medication which should be handed in to the Welfare Officer. Inhalers may be carried)
- Gum
- Tippex
- Knives or other items considered a weapon
- Fiddle toys (unless issued by a member of staff).

The following areas are out of bounds:

- Off site – unless with supporting note or a Year 11 Prefect (Prefects must sign in/out at Reception)
- Fleet Street as a route to and from school (unless your house is on it)
- Sports Hall, the area around it and the 3G pitch and the Mountjoy School site
- The bus and car parks and paths leading to them
- Areas around the swimming pool and gym (thoroughfare only)
- Top fields by the bus park and grassed area behind the DT block
- For lower school students - the steps and grassed areas up to Mountjoy School
- Area surrounding the cricket pavilion, stores and long jump pits
- Area behind the Science block, around the tennis courts and the tennis hut
- The school field (October half term to start of Summer Term)
- Beyond the red/yellow lines half way down the field (Summer)

No student should be on the school site before 8.30am or after 3.40pm (unless part of a supervised extra-curricular activity)

Code of Conduct

Behave in a positive, courteous, respectful manner towards everyone you have contact with at school.

Expectations of you are high. Ensure you try your very best to meet them.

All requests by staff must be respected. Listen and respond positively.

Monitor your own performance and set yourself challenging and realistic targets. There is space in this planner for you to record targets each term.

Individuals count, so try to understand other people's point of view.

Never forget the safety and well-being of others – keep to the left and move quietly and courteously around school.

Start and finish each term positively, building on your successes and addressing your weaknesses.

Take pride in our school – keep it clean and tidy, don't drop litter or eat in classrooms or corridors.

Extend yourself – make the most of your opportunities at school and rise to challenges.

Respect the rights of others to learn and of the teacher to teach.

Uniform and Appearance

All items of uniform are available from our on-line supplier www.kitzuk.co.uk

Please note, school crested items are only available through the school supplier.

**However, if you do purchase other items from high-street retailers, please check the style and cut is the same as those items available from our school suppliers.
These are the only style/cut we will accept.**

In an effort to assist parents and students, we have produced this guide - which we will continue to update and circulate.

We also hope that, for students, it will clarify that it is not just what you wear, but the way that you wear it that matters.

We do hold a small stock of second-hand items (particularly coats), please contact the school if you wish to view them.

Please remember to **clearly and permanently mark all items with the owner's name.**

Shirt and Tie

Plain white shirt, stiff pointed collar, long sleeved (buttoned to neck)

The appropriate house tie (only available from school supplier)

- Shirt is to be 'formal', standard/school, cotton/polyester (not flannel or linen etc). Top button must be done up and shirt tails/bottom tucked into trousers/skirt at all times, sleeves rolled down.
- Clip on tie is to be worn at all times – clipped onto the top button which should always be done up and worn at the appropriate length/style. Its fixed construction/design should not be altered in any way.
- Undergarments should not be visible beneath shirt (i.e. plain white T-shirt with no logos to provide additional warmth/protection is acceptable as long as the V-neck jumper is also worn).
- Short sleeve shirts are optional for the Summer Term only.



YES 😊



YES 😊



NO 😞

Long Sleeves rolled up

V-neck jumper with school crest

Black, school V-neck jumper with crest (only available from school supplier)

- Must be worn at all times (except during the Summer Term) and must not be tucked in to skirts or trousers.
- No other jumpers or alternative tops are allowed (e.g. hoodies, sweatshirts or cardigans etc) and the sleeves of the jumper must not be rolled up at any time



Yes 😊



Yes 😊



No 😞

Jumper tucked into Skirt
(... and skirt too short)



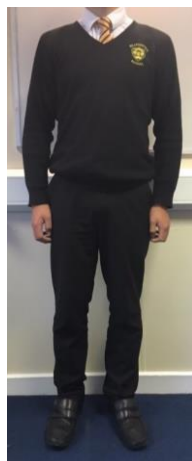
No 😞

Sleeves rolled up

Standard School Trousers/Skirt

Plain black full-length standard school trousers or black pleated skirt (purchased from Kitz)

- The standard pleated school skirt is to be of modest length and not of figure-hugging design. No shorter than 2 inches above the top of the knee and no longer than mid-calf length. No other style is permitted.
- Please purchase from our school supplier.
- Standard school trousers must not be tight, excessively flared, long/short/tight/skinny or considered extreme in fashion. Please purchase from our school supplier.
- No jeans or denim-type material, cords, chinos, leggings, shorts, ¾-length, multi-pocketed or tracksuit style are permitted.
- Belts to be black and max of 5cm wide with a small, discreet buckle.



😊 YES



😊 YES



😞 NO

Jean Style



😞 NO

*****Too Short and too tight*****



😞 NO

Shoes/Socks/Tights

Black leather, polishable shoe of a safe and supportive style

- Heel height should not exceed 3cm, with a sensible sole appropriate for all indoor and outdoor floor surfaces
- Socks should be plain black (not patterned) worn with trousers, plain white with skirts
- Tights to be plain black, not patterned or textured
- Trainers/'trainer style' shoes or skate shoes suede shoes, boots, canvas or ballet style, sling back, or open toed shoes are not appropriate and should not be worn.
- Trainers may only be worn when taking part in a sporting activity.



😊 YES



😊 YES



😞 NO
Boots



😞 NO
Canvas



😞 NO
Trainers

Coat and outdoor garments (scarves, hats, gloves, bags etc)

The school crested, reversible coat/fleece only

- No other coat is permitted – All students are expected to have a school coat and it will be required for going on any school trip or visit. (only available from our school supplier).
- Any non-school gloves/hats/scarf should be plain and dark in colour (preferably black). Scarves must be straight 'college' style only (no large pashmina types are permitted)
- School bags – preferably dark in colour, but must be appropriate for school use (e.g. rucksack style, no 'fashion' handbags)

Jewellery

One pair of plain studs or sleepers (one in each ear)

A plain wrist watch

- Studs or sleepers to be worn in the ear lobe only (not in the upper or inner part of the ear). Sleepers to be no larger in size than a 5p coin. No other 'Dangly' earrings, stretchers or bars allowed. any other type/style of earring are allowed.
- No other rings, bands, necklaces, bracelets, visible piercings (eg. Nose/lip/eyebrow/tongue studs or rings) or 'decoration' permitted (and may not simply be covered with a plaster). 'Hidden' piercings may need to be removed for PE.
- All new piercings are to take place in the summer holidays (to allow the necessary healing to take place) so they can be safely removed for PE lessons.

Hair and Make-up

Hair is to be tidy, of 'business-like' appearance and natural in colour – not dyed

Discreet make-up for Years 9, 10 and 11 only

Nail varnish is not allowed

- Hair must not be extreme in style/length/decoration or contain patterns or lines or any colouring
- Boys must remain clean shaven
- No make-up for Years 7 and 8.
- Hair bands/ties/scrunchies are to be black and plain.

At Beaminster we believe that the smart, business-like appearance of our students is important. We feel that our practical, comfortable and relatively inexpensive uniform helps to instil pride, support positive behaviour/discipline, encourage identity with the school ethos and protect children from social pressures to dress in a particular way. This is a view supported by the Governing body, teachers and the majority of parents and students.

LEARNING

School should be a place where youngsters concentrate on their learning. Unfortunately concerns over fashion and body image can become a major distraction. Image has always been important to most teenagers and we would always wish to encourage our students to take pride in their appearance. However, many schools have become increasingly concerned about the sexualisation of young people through inappropriately worn and/or tailored items of uniform such as figure-hugging short skirts and skinny/tight trousers. There are many articles in the press regarding this including a school that has banned skirts altogether. At Beaminster we have chosen to merely limit choice.

CHOICE

We aim to make our uniform policy clear and comprehensive to assist parents and students in making the right choice. Being mindful of cost and the vast array of different body shapes, we have tried to give parents the option to source as many uniform items as possible from their preferred suppliers. However, retailers often advertise inappropriate items of clothing as 'School Uniform'. This leads to inconsistencies and frustrations for parents, students and staff alike. **Having consulted with student and parents, we introduced a standard skirt and trousers in September 2019.**

FAIRNESS

One of the frustrations voiced by some parents and students seems to be that a handful of individuals appear to get away with not complying with the uniform and appearance rules whilst they dutifully stick to them. It's a frustration we understand and we are trying to address this with regular uniform checks and the support of parents.

YOUR ROLE

As a good percentage of our staff are also parents, we do appreciate the difficult, unpopular and sometimes painful decisions you have to make in shops when selecting replacement uniform. We know that most parents will remember the same battles they had with their parents when they were at school! Ensuring you leave the house dressed appropriately is not always easy for every parent, but it does make things so much easier for you, your parents and us when you arrive at school.

CONSISTENCY

Many schools (with less supportive parents and students than Beaminster!) have taken fairly draconian steps to address the issue of inconsistency. Some have banned skirts altogether and isolated student wearing figure hugging trousers citing the number of student and teacher hours wasted tackling the age-old issues of how short or tight skirts and trousers are allowed to be. Other schools require that all uniform is purchased from a sole-supplier, who sell just one style of everything just to ensure that ALL items of uniform meet the school's requirements. Some parents have welcomed both these steps as it takes the decision making away from them. Others feel that this has increased financial costs and removed their freedom to buy the best 'fit' for their child's shape. We hope that at Beaminster we have reached a middle ground that has been welcomed by the majority of parents and students.

YOUR VIEWS

We are always happy to hear your views on all matters to do with uniform. However, maintaining high standards of uniform and appearance is non-negotiable for all the reasons outlined above.

We therefore hope we can rely on your support to comply with the requirements as set out in our uniform policy. If there is any reason why you feel you are unable to do this then please speak with your tutor or Head of Year and we will be more than happy to assist in any way we can.

Student Guide to Being Successful

What do I need to do well at school?

- Attend school every day
- Arrive at school on time and be punctual to all lessons
- Come to school properly dressed, equipped and prepared
- Be positive, pro-active, courteous, willing and helpful
- Follow the school Code of Conduct
- Complete your work to the best of your ability and on time
- Listen carefully and follow all instructions first time
- Get involved and make the most of your opportunities.

What happens if I do all of the above?

- **Praise.** Staff will let you know that they are impressed with your efforts
- **Achievement Points.** Staff will reward you for positive responses or outcomes with Achievement Points. These can be exchanged for goods or services or you can buy raffle tickets for the termly raffle draws.
- **Praise Postcards.** Sent home to the top 3 students in each class for every subject (half termly) based on effort, behaviour and level of attainment
- **Letters of Congratulation.** Following half termly pupil review meetings and reports for their positive approach
- **Certificates.** For attendance or subject related achievements – usually awarded in assemblies
- **Celebration Assemblies.** Year assemblies give weekly opportunities for public praise. End of term assemblies are more formal occasions for significant achievements to get school wide recognition
- **Academic Mentoring Days.** These allow you, your parents and tutor to meet and share positive aspects of performance in all subjects and outside school
- **Reports.** Regular reports sent home to parents will highlight your efforts. A letter of commendation will be sent home for consistently good effort and behaviour across all subjects
- **Parent Consultation Evenings.** These allow you and your parents to meet with your subject teachers to hear all about your achievements in individual subjects
- **Year Trips.** Each year you will receive an invitation to join other positive members of your year group on a trip arranged by your Head of Year and tutor
- **Awards.** These are presented at celebration assemblies to recognise attendance, effort, attainment, general conduct and service to the school and wider community.

Remember – you are an important part of what makes this school what it is!

Student Guide to Staying out of Trouble

WHAT HAPPENS IF I ...

Arrive late to school?

You need to sign in at Reception on arrival. You will be asked for a note to explain why you are late. You must provide this on the day. If you are late on 3 occasions in a term a letter will be sent home.

Arrive late to lessons?

You are expected to go sensibly and quietly from one lesson to the other in the 5 minutes allocated for this purpose. You should not use this time to socialise. There are therefore very few excuses for arriving late. If you do arrive late, apologise and give a reason (supported by a note). The number of minutes late is logged and you will be asked to make up the time lost in a detention. If you are consistently late your Head of Year will send a letter home to your parents.

Come to school out of uniform?

Your Teacher/Tutor/Head of Year will need a note of explanation from your parents. You will then be sent to the SSGC to get an alternative or may be given a uniform pass (which you need to show staff if asked).

My appearance is not acceptable?

Your Tutor/Teacher will ask you to remove/rectify the problem and confiscate items as necessary. You will receive a detention for this. If you are unable to, or refuse to comply, then you will be sent to your Head of Year who will contact home and/or isolate you until such times as you meet our expectations. If you have more than one item confiscated you will not have it returned at the end of the day. Your parents will be asked to come into school to collect it. Further confiscated items will result in more detentions as well as loss of privileges.

Don't do my homework?

You will be asked to attend a departmental homework catch-up session at lunchtime. If you do not attend, you will be given a lunchtime detention. Non-completion of homework on a regular basis, will result in us contacting your parents and making arrangements for you to catch up after school.

Forget my equipment, boots or other kit?

You will be given a formal warning and detention. If a pattern of poor organisation becomes evident, we will direct you to attend lunchtime catch-up clubs and contact your parents.

Bring in contraband items?

Mobile phones are not allowed to be seen during school hours. If brought in for travel safety they should be deposited in Reception at the start of the day. If seen during school hours you will have the item confiscated and your parents will have to collect it. All other contraband items will be confiscated and returned to you or your parents at the school's discretion.

Go out of bounds?

You will be given a detention and your parents will receive a letter informing them you were somewhere you were not supposed to be.

Smoke

If you are caught smoking, with smokers, or are in the possession of any items associated with smoking e.g. tobacco/matches/vape oil etc. you will be excluded for one day. If you repeat the offence it will result in the loss of a day's holiday, then a **disciplinary hearing with the Governors.**

Student Guide to Staying out of Trouble (Cont.)

Miss lessons/truant?

You will be formally recorded as a truant and your attendance will be closely monitored. Your parents will be contacted and your name will be passed to the Attendance Team.

Am rude to a member of staff?

This will depend on the circumstances and what you do or say. It can mean isolation and may ultimately lead to a formal exclusion. Whatever the circumstances your parents will be contacted.

Misbehave in lessons?

You may receive a formal warning and be given a detention. If you continue you will be moved to another class or removed by the Pastoral Support Officer (PSO) and we will write to your parents. You may also lose some of your free time.

Misbehave out of lessons?

You may receive a detention. You may also lose some of your free time or could be excluded depending on the seriousness of your poor behaviour.

WHEN MIGHT I BE ...

Isolated

If you behave very poorly outside of lessons, or in a lesson and are removed by our Pastoral Support Officer or a senior member of staff

Excluded (suspended)

For smoking (or with smokers), for consistently poor behaviour or for a single dangerous or unacceptable act (e.g. fighting or swearing at a member of staff)

Brought in front of the Governors

For consistent, poor behaviour over a period of time or a **single act** involving controlled substances.

Permanently excluded

For consistent, unacceptable behaviour over a sustained period of time or for a single act involving the supply of controlled substances.

REMEMBER – YOU ARE RESPONSIBLE FOR YOUR OWN BEHAVIOUR.

HELP MAKE BEAMINSTER SCHOOL A POSITIVE PLACE TO LEARN!

The School Day

ARRIVAL AND REGISTRATION

1. On arrival go straight to your allocated year area where your Head of Year will greet you
2. Years 7 and 8 to line up in alphabetical order in the main courtyard (Year 8 outside science)
3. Year 9 to line up at the tennis courts
4. Year 10 to line up in the Drama/gym courtyard
5. Year 11 to line up outside the Canteen
6. Your Head of Year will indicate when to prepare for your tutor's arrival, at which point you should straighten your line and stop talking. Messages will usually be given at this point
7. Your tutor will then lead you to your tutor base or straight to assembly.

ASSEMBLIES

1. You should arrive quietly as a tutor group - in a single line, with outdoor garments removed and uniform correctly worn
2. Once inside you must remain silent and settle quickly
3. At the start or end of every assembly you will be asked to bow your head for a few moments silent prayer or thought
4. At the end of the assembly you will be instructed to leave row by row through front and rear entrances. This should be done quietly, sensibly and in single file
5. Ensure you go directly to your lesson. Do not wait in corridors or outside for friends.

BEFORE AND DURING LESSONS

1. Go directly to your lessons
2. Lateness is recorded and accumulative Lates could cost you a lunchtime or even a day of your holiday
3. Line up quietly outside the room or in the courtyard as directed by the member of staff and ensure you are prepared for the lesson
4. Enter the building/corridor/room quietly and sensibly (single file) and stand behind your chair
5. Only sit when invited to do so by the member of staff
6. Remain silent but get equipment out quickly and quietly
7. Answer the register with 'Yes Sir/Miss' or in a manner directed by your teacher
8. Follow instructions first time and complete all class/homework tasks set
9. All communication should be directed by the teacher (hand up etc).

MOVEMENT BETWEEN LESSONS

1. Stay to the left, use the one-way system in operation (all stairs, B Block) and try to move around the school calmly, quietly and considerately
2. You may visit the loo or have a drink/fill your water bottle during change-over, but you must arrive at your next lesson on time
3. Be considerate to younger members of the school and always give way to staff, any school visitors and more senior students.

The School Day (Cont.)

BREAKS AND LUNCHTIMES

1. Do not use the school building to cut through to outdoor areas
2. You may eat in the canteen or anywhere outside
3. Respect each others' space/privacy, environment and belongings
4. Remain in bounds and keep our site litter free by using the bins provided
5. All ball games should take place on the field (summer) or courts/hard standing, not in the courtyard or near school buildings
6. Line up sensibly for the canteen and follow the instructions of staff, Midday supervisors and prefects
7. Leave school bags in lockers or allocated space in the dining hall foyer
8. Use outdoor water points to fill bottles. Only water should be drunk during lessons
9. In wet weather only use rooms allocated to your year/form.
10. Prefects and staff will supervise wet weather rooms:
Year 7/8 = Hall, Year 9 = Tech Foyer, Year 10 = Science Foyer, Year 11 = HU1/2
11. Keep off the grass between October half term and Easter unless directed otherwise
12. Do not use the lower path by the canteen or surrounding area
13. In summer Years 7 and 8 should use the left hand (Fleet Street) side of the field and Years 9, 10 and 11 should use the right hand (Pavilion side). All students should stay school side of the red line painted on the grass and stay away from the dividing hedge
14. Trainers may only be worn when actually on the field or courts. They must be removed before leaving these areas
15. Smoking, being associated with smokers or carrying any equipment used for smoking will result in a 1 day exclusion in the first instance and loss of holiday on subsequent occasions
16. Mobile phones are for personal security out of school hours only. During school hours they must be deposited in the safe box in Reception on arrival in school and collected at the end of the school day. No portable music devices or camera (e.g. Smartphones, MP3s/iPods) are allowed in school.

END OF THE DAY

1. Leave lessons calmly and make your way sensibly home or to the bus park
2. Mobile phones and/or iPods etc must not be visible or in use until you are on the bus and off the school site
3. At the bus park you may board your bus if it is waiting but remain behind the white line if it is not
4. Always wait for a member of staff to let you onto a bus that has just arrived
5. Expect the most senior students and County bus pass holders to be allowed to board first
6. Ensure you have your bus pass/ticket/money ready before you board
7. Once on the bus sit quietly and behave sensibly
8. Inappropriate behaviour or language that distracts the bus driver or offends/upsets other passengers or members of the public will be met with significant consequences, and you may be prevented from using the bus for a period of time. Prefects will assist you if you need their support.

Students not catching a bus should not use the bus park to socialise

Positive Behaviour Management ¹

Rights and Responsibilities

Teachers have the right to teach and students have the right to learn in a classroom free from disruptive behaviour. Teachers are responsible for establishing the rules and directions which clearly define the limits of acceptable and unacceptable student behaviour. Students are responsible for maintaining good order in the school by following the rules and directions set by the school. Students have the right to a teacher who:

1. Provides consistent positive encouragement
2. Sets firm and consistent limits of behaviour
3. Takes time to teach students how to manage their behaviour

Code of Conduct

The School has a right to expect consistent support and assistance from parents in its development towards a disruption-free environment. This relationship between rules and consequences is called the **Code of Conduct**. The Code has three parts:

1. **Rules** that students must follow at all times
2. **Rewards** that students will receive for following the rules
3. **Consequences** that will result when students choose not to follow the rules

A Code of Conduct makes managing student behaviour easier.

A Code of Conduct protects the students' rights.

Key Rules for the Classroom

1. Preparation Arrive at the lesson with correct books, equipment and kit
2. Work Complete all class work and hand in homework on time
3. Listen Be silent when your teacher is talking and show you are paying attention
4. Manners Follow instructions; don't argue or answer back

*Parents are made aware of the actions below through student planner, letter or telephone depending upon level.

Rewards (Positive Recognition)

1. Verbal praise and merit stamps/stickers
2. Achievement Points
3. Notes written to parents in pupil Handbooks
4. Letter of Commendation and Praise postcards from a Head of Department, Year Head or Head of Pastoral Care
5. Invitation on Year trips
6. Celebration assemblies and Year boards
7. Headteacher's Certificates

Consequences

1. Verbal warning, Detention (PBM Level 1)
2. Isolation within room
3. Removal to another class
4. Removal by PSO or Senior Teacher
5. Internal isolation
6. Fixed Term Exclusion

¹ Details of the system used for behaviour management are outlined in the staff handbook. An outline of the student support model is attached as Appendix 4.

Student Support Model

