

# ENFIELD GRAMMAR SCHOOL



## POSITIVE BEHAVIOUR OVERVIEW - SEPTEMBER 2020

### INFORMATION FOR PARENTS/CARERS



## 1. Introduction

As part of our annual self-evaluation and development plans we have evolved our Behaviour and Pastoral systems. Some of these changes began in September 2018 with Learning Reminders and First Call before introducing SLANT and STEPS in September 2019. There are clear links between excellent student behaviour, student achievement and students' holistic well-being and we want to ensure that we have the best possible behaviour and pastoral systems in place. Since September 2018, this has included raising the role of the form tutor, restructuring the School day and appointing a Student Well-Being Manager to work as part of the Inclusion Team and Student Support. We wanted to take this opportunity to remind everyone and of the changes made to date and to outline the new changes for September 2020. We understand that students will take time to readjust to school routines, and we will ensure that a comprehensive welfare support package is in place, as well as providing a pastoral focused return to school for all students. Our positive behaviour policy will provide students with the routines they will need on their return to full time education.

## 2. The Purpose of this Information Pack

The relationship between home and school plays an important role in students achieving their potential, and we value the committed parental support that is part of Enfield Grammar School. This pack is intended to be easily accessible and provide a clear overview for all parents and students and works in conjunction with the Positive Behaviour and Child Protection Policy on the School website. We have tried to answer a number of questions that have been asked or are regularly asked regarding behaviours, both from a rewards and sanctions perspective. We hope you find it useful.

## 3. Positive Behaviour Policy – Questions and Answers

Full details are available on the School website but a summary of key questions are outlined in the table below. If you have any questions please do not hesitate to contact the School.

Question	Answer
What are the main principles of the Positive Behaviour Policy?	<ul style="list-style-type: none"><li>• Everyone will act with <b>consideration</b> for others at all times;</li><li>• The School <b>rejects all forms of bullying</b> (including those of a sexual and/or religious nature), racism, sexual harassment, deceit, cruelty, irresponsibility and dishonesty;</li><li>• All pupils have a <b>right to learn</b> and all teachers the <b>right to teach</b>;</li><li>• Have <b>high expectations</b> of every student and make these expectations the focus for learning;</li><li>• <b>Consistently</b> apply rules, routines, sanctions and rewards;</li><li>• We are <b>respectful</b>, we are <b>responsible</b>, we are <b>learners</b>.</li></ul>

<p>What are the main rules of the School?</p>	<p>The expectations of students, parents and school are clearly outlined in the <b>Home School Agreement</b>, which all parties sign at the start of each year.</p> <p>In every lesson, students are expected to have their student planner and equipment on the desk and follow the specific expectations for behaviour in the classroom, as outlined below (<b>SLANT</b>):</p> <p style="text-align: center;"> <b>S</b> Sit up straight  <b>L</b> Listen carefully  <b>A</b> Ask and answer questions  <b>N</b> Never interrupt  <b>T</b> Track the teacher         </p> <p>All students must carry their <b>Conduct Card</b> in their blazer pocket at all times and hand to staff when requested without hesitation. We also have specific behaviour expectations for everyone at Enfield Grammar School (<b>STEPS</b>):</p> <p style="text-align: center;"> <b>S</b> Sir or Miss every time  <b>T</b> Thankyou every time  <b>E</b> Excuse me every time  <b>P</b> Please every time  <b>S</b> Smile every time         </p>
<p>What about mobile phones?</p>	<ul style="list-style-type: none"> <li>• Smartphones are <b>NOT</b> permitted at Enfield Grammar School;</li> <li>• Students are permitted to bring a “brick” mobile phone into School. These phones are the responsibility of the students and must not be seen or heard in School – if they are, they will be confiscated and returned at the end of the week;</li> <li>• Any smartphones seen or heard on or about the person of any student from Year 7 to Year 11, whilst commuting to and from School or whilst on either School site, will be confiscated and kept until the last day of half term/term.</li> <li>• Students seen wearing headphones before the start of school and/or at the end of the school day, may be searched at some point during that day or the following day and if a smartphone is found, the phone will be confiscated;</li> <li>• Sixth Form students are permitted to have their phone and ear-phones but only in the designated Sixth Form areas.</li> </ul>
<p>Is there anything else my son is not allowed to bring into school?</p>	<p>Students must only bring in the equipment they need for that day. Items that are <b>NOT</b> allowed are listed in the Positive Behaviour Policy and the School will conduct bag searches to safeguard all students.</p>

What happens when behaviour does not meet expectations in the classroom?	<p>The table below outlines the behaviour management strategy for all classrooms. Teachers will deploy a range of proactive interventions that indicate the need to be focused. The main classroom sanctions are as outlined below.</p> <table><tr><td>LR1 Learning Reminder One</td><td>Staff issue a clear LR1 to remind a student of the expectations</td><td>LR1 is recorded on SIMS</td></tr><tr><td>LR2 Learning Reminder Two</td><td>Staff issue a second learning reminder and the student leaves the room for 2-5 minutes</td><td>LR2 is recorded on SIMS and parent/carers will receive notification via the School Gateway app</td></tr><tr><td>First Call</td><td>If on returning to the class, the student still does not meet behaviour expectation, he will be sent to a different room</td><td>First Call is recorded on SIMS and the student is issued an afterschool <b>Daily Detention for the same day (30 mins)</b></td></tr><tr><td>Duty Manager</td><td>For more serious incidents of behaviour, a student can be sent to Duty Manager without LR1/2</td><td>Duty Manager is recorded on SIMS and student is issued a <b>Senior Leadership Detention which takes place after school on Fridays (90 mins)</b></td></tr></table>	LR1 Learning Reminder One	Staff issue a clear LR1 to remind a student of the expectations	LR1 is recorded on SIMS	LR2 Learning Reminder Two	Staff issue a second learning reminder and the student leaves the room for 2-5 minutes	LR2 is recorded on SIMS and parent/carers will receive notification via the School Gateway app	First Call	If on returning to the class, the student still does not meet behaviour expectation, he will be sent to a different room	First Call is recorded on SIMS and the student is issued an afterschool <b>Daily Detention for the same day (30 mins)</b>	Duty Manager	For more serious incidents of behaviour, a student can be sent to Duty Manager without LR1/2	Duty Manager is recorded on SIMS and student is issued a <b>Senior Leadership Detention which takes place after school on Fridays (90 mins)</b>
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<p>Have detentions changed for September 2020?</p> <p>How are they organised?</p>	<p><b>Yes. We have introduced Daily Detentions.</b></p> <p><b>Daily detentions</b> will be added to Student Planners and SIMS. Students sent on First Call will be issued a Daily Detention on the day of the incident.</p> <p>Parents will be notified via text at 3.10pm for detentions that day. Students will report to the Daily Detention room at the end of afternoon registration. Staff will also use break and lunchtime detentions to support behaviour.</p>												
Are there any other sanctions the School uses?	For persistent poor behaviour or more serious behaviour incidents, the School will use a range of strategies including student reports, Seclusion, Behaviour Support Plans, Behaviour Panels and Fixed Term Exclusions. These are explained in more detail in the Positive Behaviour Policy.												

<p>How will my son get rewards?</p>	<p>Rewards can be achieved in every lesson. Achievement points are recorded in student planners and updates shared with parents via the School Gateway app. Certificates and badges are given as rewards for achievement points. Further rewards such as Tea with the Headteacher, early Friday finish and Rewards Events are outlined in the Positive Behaviour Policy.</p>
<p>What do I do if my son is ill or is late to school?</p>	<p>Attendance and punctuality form an important part of your son's education. Both attendance and punctuality directly affect student progress. Please try to avoid any appointments for your son during school hours. It is a legal requirement for you to ensure that your son attends school. If your son is unwell, you must notify the School Office as soon as possible on the day of absence. If your son is late to school and misses form time, he must ensure that he signs in at the School Office. A late detention will be issued.</p>
<p>Where does my son go for help?</p>	<p>Your son will see their form tutor at the start of the day and after Period 5 every day except Tuesday when school finishes at 3.05pm. The form tutor is the first point of contact. Subject teachers will support learning and answer any questions relating to schoolwork or home learning. Referrals are made to the Student Support Centre and the Inclusion Team use a range of partners to support students across the School. Students are also able to self-refer.</p>
<p>Does my son have to wear uniform every day?</p>	<p>Yes. <b>The rules on school uniform are clear.</b> Trainers are <b><u>NOT</u></b> to be worn to or from school. Trainers are required for PE and students can wear trainers during break and lunchtime but must ensure that they change into their school shoes in time for lessons. Hoodies are <b><u>NOT</u></b> permitted, therefore they will be confiscated if a student brings one to school.</p>

What about home time?	<p>Year 7 and 8 will always finish at the Lower School. Times can be found in the Student Planner.</p> <p>Students are <b>NOT</b> permitted to remain in Enfield Town after school and should go straight home.</p> <p>All students in Year 7 to Year 11 are banned from McDonald's between 8am and 5pm. Students who are seen in McDonald's will be excluded for the next day.</p> <p>Staff from the School are on patrol in Enfield Town before and after school to support students. There are also the <b>Community Patrol Volunteers</b> (recognisable by their high visibility jackets) who are a presence in Enfield Town before, after and during lunch times, to provide support and assistance.</p>
What about on-line learning?	<p>On-line learning is part of the Home School Agreement. This outlines the expectations of staff, students and parents for any teaching that takes place on-line. There are numerous links on the School website to support on-line safety.</p>
<p>Where will my son's lessons be?</p> <p><b>What about Covid?</b></p>	<p>All students will have their own timetable to follow.</p> <p>All Year 7 lessons and the majority of Year 8 lessons are based at the Lower School.</p> <p>From <b>September 2020</b> and in line with government guidance and response to Covid-19, each year group will have <b>Year Group Zones</b> and each classroom will have a <b>hand sanitizing</b> station.</p> <p>Each <b>Year Group Zone</b> will be colour coded to indicate year group entrances, exits, break areas, support and detention rooms. These protocols will be outlined at the <b>Benchmark Day</b> and <b>practiced when specific year groups are in during the staggered start to September 2020 (the week commencing 7 September and 14 September)</b>.</p> <p>For the <b>safety of all</b>, we will send home students who are not meeting our expectations or not adhering to the protocols that have been put in place.</p>
How will my son know what is expected of him?	<p>In the first week, your son will have sessions based around pastoral support and mental well-being in addition to information about procedures and school rules, which are included in his Student Planner. There will also be regular reminders in form times and assemblies.</p>