



HERSCHEL GRAMMAR SCHOOL

Behaviour and Attendance Policy

Date approved:

June 2019

***Date for revision:**

Annually *

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*subject to any relevant changes in legislation or other appropriate guidelines

UNDERLYING PRINCIPLES

It is important for all members of the school community to work together in the following ways to create a climate of mutual respect and understanding.

- **SELF RESPECT** **To take responsibility for our actions, think for ourselves and take pride in all we do.**
- **RESPECT FOR OTHERS** **To show understanding, tolerance and courtesy towards other people.**
- **RESPECT FOR LEARNING** **To be prepared to learn and help to create a positive learning environment. Pupils must respect the decisions of adults and respect the right of everyone to work without interruption.**
- **RESPECT FOR THE ENVIRONMENT** **To respect other people's possessions, use equipment and resources with care and to endeavour to make the school a safe and pleasant place in which to work.**

The school values equally all members of the community and aims to treat all pupils fairly and therefore seeks to apply their policy consistently.

Discrimination is not tolerated in our community and these values are reflected in the school's policies, procedures, communications, taught curriculum, resources and conduct. Pupils are taught about discrimination and the importance of equality.

"Respect for Others" means that we are always considerate in all of our dealings with other people. As a school we aim to promote a positive and supportive ethos. Every pupil has the right to feel safe and happy in school. It is our duty to create an environment in which pupils feel confident enough to express any concerns to staff. Pupils must know that they will be listened to and that our response will be prompt and sensitive. Intimidation of others through verbal or physical abuse, or through racist, sexist or threatening behaviour, will not be tolerated. Incidents such as these will be treated seriously by the school.

HOW POSITIVE BEHAVIOUR IS ENCOURAGED

High levels of motivation should be developed in various ways. In particular the achievements and contributions of pupils, both as individuals and as groups, should be recognised and commended.

This is done using

- Verbal praise
- Achievement points
- Achievement point certificates / badges / reward trips
- Prizes and awards at Presentations
- Letters of congratulation

- Recognition of talents e.g. team membership
- Good reports
- Granting of responsibilities

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom.

They will create and maintain a stimulating environment that encourages pupils to be engaged and develop positive relationships with pupils, which will include:

- Establishing clear routines
- Highlighting and promoting good behaviour
- Starting the next day afresh
- Using positive reinforcement

CODE OF CONDUCT FOR PUPILS

In order to achieve the **respects** outlined above, we have a code of conduct for pupils. The following are **examples** of the types of behaviour that will help us achieve our aims:

Do

- Be friendly and courteous to all members of the school community
- Be punctual at all times
- Walk on the correct side on staircases and in corridors
- Allow others to leave a room before entering it
- Use correct entry/exit routes to/from school
- Leave classrooms, toilets etc. as you would wish to find them
- Wear your uniform correctly

Inside a classroom it is expected that all pupils will:

- Respect the right of everyone to work without interruption
- Accept staff decisions and instructions, cooperate and encourage others to do the same
- Respect the right of everyone to feel safe and the right to be safe
- Persevere when a task is challenging
- Work and learn to the best of their ability at all times
- Celebrate success and achievement
- Be honest and respect other people's property and their work
- Come prepared to lessons with planner, books and equipment
- Meet all deadlines

Do not

- Eat chewing gum
- Drop litter
- Deface school or other people's property
- Run around school
- Eat or drink between lessons

The Bottom Line

The law of the land applies at Herschel, just as it does everywhere else. So there are some things which are forbidden not just because we may disapprove of them, but because they are against the law. These are:

- truancy
- physical violence
- racist behaviour
- sexist behaviour
- taking of drugs
- drinking alcohol under age
- damage to property
- theft
- threatening behaviour
- carrying a knife or weapon

Pupils are encouraged to take increasing responsibility for their own behaviour and are supported in making the right choices.

We recognise that a pupil's emotional wellbeing could be negatively affected by the way we deal with unacceptable behaviour. We emphasise that young people will sometimes make poor choices and need the opportunity to learn from their mistakes and modify their behaviour. Unacceptable behaviour will affect the wellbeing of others in the school community and must always be challenged in an appropriate and systematic way. We aim to deal with unacceptable behaviour promptly, with the least disruption necessary, and to demonstrate that we have moved on together from a situation.

SANCTIONS

Wherever possible, pupils are encouraged to behave well towards others. Where such positive encouragements do not seem to work or if the code of conduct is not adhered to, sanctions may be necessary.

The school will consider whether the behaviour under review indicates that the pupil is suffering, or is likely to suffer, significant harm and in this case the school's safeguarding policy is followed.

The school will also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs.

If necessary, a range of sanctions may be employed - these will take into account individual circumstances but we aim to achieve a high level of consistency to maintain fairness and standards.

Examples of sanctions are given below:

- reprimand or warning
- punctuality report for repeated lateness
- uniform report
- teacher review
- referral to Head of Department / Faculty or senior member of staff
- detention
- parents informed
- weekly report for specific subjects

Detentions

Pupils may be given detentions at lunchtime, after school or on a Saturday morning. If pupils are detained at lunchtime they will have the opportunity to eat lunch, drink and use the toilet.

Although, under the 2011 Education Act the requirement to give 24 hours' notice for after school detentions has been removed, it **will** remain our policy. However, pupils may be detained at the end of a school day, for up to 10 minutes, without informing parents. Detentions will generally be written on the appropriate page in the pupil planner. The school will keep a written record of all detentions on the school behaviour management system. These are recorded by the teacher responsible for setting the detention.

We recognise that, for many families, after school detentions will impact on a pupil's travel arrangements and this may affect, or even inconvenience, those of the parent. Detentions are given after careful consideration of a situation and in line with our published Behaviour Policy.

Any pupil who fails to attend a detention is issued with a Faculty detention and internally suspended if they fail to attend that.

If a parent believes there are legitimate reasons why a pupil is unable to attend a detention then an email should be sent to the teacher who set the detention explaining the reason and if appropriate, the detention will be reorganised for another date. We have no wish to inconvenience parents as a consequence of their child's behaviour but we do look for parental support in this matter.

Where behaviour becomes persistently unacceptable or is particularly serious, further measures may be used. These will include:

- weekly report to monitor **all** behaviour in **all** lessons
- isolation from others during the school day
- individual pupil contracts
- fixed term exclusion from school for serious breaches of school rules
- permanent exclusion

It should be noted that it is not necessary to go through any or all of the above sanctions before moving onto the next and that the sanction used will be dependent on the severity of the incident.

Examples of serious misbehaviour which could lead to exclusion are malicious accusations against staff, sexual harassment or sexual assault, bullying, theft, abusive, threatening or violent behaviour, possession/use of drugs, alcohol, cigarettes or other illegal substances, or possession of a knife or weapon.

Persistently disruptive behaviour may result in an exclusion. These offences will be dealt with by Heads of Learning and SLT as appropriate.

Issues which might lead to exclusion should be referred to the Assistant Headteacher (Pastoral), the Head of Sixth Form or to the Headteacher. Only the Headteacher can exclude a pupil.

On occasions, items may be confiscated from a pupil and the school reserves the right to hold and dispose of that item as appropriate following communication with parents.

The school reserves the right to take appropriate action if pupils bully fellow students outside of school, for example via text messages or unpleasant messages on the internet. This also applies when a pupil's action(s) impact on school life or on the reputation of the school. See also pupil use of ICT policy.

We will inform parents when there are concerns about a pupil's behaviour. This may be via the pupil planner or an email / letter home or a telephone call. The school believes that in working together it can achieve the best for its pupils, and this includes behaviour. Contact with home or a meeting with parents can be very positive and constructive and can promote a change in a pupil's attitude.

Use of written statements

If a more serious disciplinary offence has taken place it may be necessary for witnesses and pupils involved to be interviewed. The investigation may involve taking written statements. In some circumstances it may be necessary for a pupil to re-write a statement if evidence from other sources indicates that the original statement is not accurate. Pupils are expected to co-operate fully and to be completely truthful in all investigations, and any evidence of non-cooperation may add to the severity of any sanction used. Parents/guardians will generally be informed as soon as possible after the incident has occurred and the main facts are known.

Searching pupils

Members of the Senior Leadership team, Heads of Learning and any other staff authorised by the Head teacher, have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that a pupil may have a prohibited item. The person conducting the search may not require the pupil to remove any clothing other than outer clothing. Pupils can be requested to turn out their pockets and bags and lockers may be searched. A pupil's possessions will only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff

Prohibited items are:

- Knives and weapons

- Illegal drugs

- Alcohol

- Tobacco

- Stolen items

- Fireworks

- Pornographic images

- Any article that has been used or is likely to be used to commit an offence, cause personal injury or damage to property

We will always inform the police if weapons and knives and extreme or child pornography are found.

Use of reasonable force

The school will always try to take remedial action to ensure that situations do not escalate to a level that requires force. However, where force is necessary, the school will have due regard to its legal duty to make reasonable adjustments for SEND pupils. Staff will use no more force than is absolutely necessary to stop the behaviour and will always try to avoid acting in a way that might cause injury.

Staff are allowed to use reasonable force, without requiring parental consent, to:

Prevent a pupil leaving the classroom or other activity, where allowing the pupil to do so would risk their safety or lead to a behaviour that disrupts the learning of others

Restrain a pupil at risk of harming themselves through physical outbursts

Prevent a pupil from assaulting another pupil or member of staff, or to stop a fight

Parents will always be informed when force has been used on a pupil. Staff must report any use of force to the Headteacher who will maintain a record.

ARRANGEMENTS FOR SUPPORTING PUPILS, PARENTS AND STAFF

Negative behaviour is recorded on the school's behaviour management system. This enables the early identification of pupils who need extra support to manage their behaviour and/or attendance.

Support arrangements may include:

- contact with parents
- mentoring of pupil
- daily report
- contract
- range of outside agencies

All staff are expected to deal with issues of misbehaviour and form tutors with issues associated with poor attendance and punctuality. Support for subject teachers is available from Heads of Department/Heads of Faculty as appropriate. Form tutors will be supported by Heads of Learning who have responsibility for an overview of all behavioural/attendance concerns. If a pupil's behaviour is so serious that it necessitates immediate removal from a lesson, a reliable pupil should be sent to the school office so that a senior member of staff can deal with the incident.

Pupil Attendance

Full attendance is important for the development of pupils. Truancy is not acceptable and will be dealt with.

The school encourages all pupils to achieve a high level of attendance (the school average is 97%). This can be achieved by not missing school due to minor ailments, avoiding medical appointments during the school day, and not taking family holidays during term time.

In exceptional circumstances the school may grant a single leave of absence (of up to 10 school days) ONCE during secondary education. Such leave of absence is discretionary. Any other leave of absence is unauthorised and could result in the issue of a fixed penalty notice.

At present, the law requires the school to contact parents on the third day of pupil absence. However, at Herschel we feel it beneficial for both school and parents that we should make contact before this.

In order to help us do this we ask parents to contact the school by 9am on the **first** day of absence to let us know why their son/daughter is away from school. Should we fail to hear on the first day, we attempt, within our available resources, to contact a member of the family concerned.

MONITORING AND EVALUATION

The policy will be reviewed annually. Pupils who are new to the school are told to report any incidents involving anti-social behaviour to a member of staff immediately. All pupils are reminded, particularly in assemblies to report incidents of bullying immediately.

Associated Policies, Procedures & Protocols supporting Behaviour and Attendance at Herschel Grammar School

Documents:

Pupil Management Protocol
Pupil Use of ICT Policy
Anti-bullying Policy
Safeguarding and Child Protection Policy
Drugs Policy
Strategy for Emotional Wellbeing