

Behaviour Policy

Responsibilities

Monitoring behaviour is the responsibility of **all staff**, wherever they might be, whether it is in their own classroom or around the school. It is important that students recognise that our systems are carried out fairly by all members of staff at all times.

Aims

- To have a disciplined and caring environment where high achievement is valued and strived towards.
- To develop a sense of self-discipline and self-respect amongst all members of the school.
- To support individuals by providing guidance and coping strategies so that they may successfully achieve their potential.
- That all members of school are aware of a clearly defined system of rewards and sanctions which reflect the high standards that are expected from all.
- For all staff to be clear about the 5 different stages of dealing with behaviour and the support put in place at different stages.

Objectives

- To ensure that classroom and school and school organisational procedures are conducive to the development of a disciplined environment.
- To have an agreed set of department based rules which are particular to the requirements of the subject.
- To have a clearly defined system of rewards.
- To have a clearly defined referral system.
- To involve parents in the discipline process at the appropriate time and to keep parents informed of their child's progress, good and bad, use appropriate methods to engage them and where necessary support them in meeting their parental responsibilities.
- To have a range of sanctions which are recognised by the students and which are seen to be fair.
- To develop strategies for specific students and to liaise, where appropriate, with Learning Mentors and outside agencies.
- To apply sanctions fairly, consistently, proportionately and reasonably taking into account SEN, disabilities and the needs of vulnerable children and offering support as appropriate.

A whole school approach Procedures for dealing with unacceptable behaviour

Communication between school and parents is important at every stage to ensure impact can be assessed at home and school.

A Home School Agreement is signed by all students/parents/HoH on entry into Year 7

Stage 1

- If the student continues to misbehave in a lesson despite warnings, the subject teacher is required to complete a Classroom Teacher Behaviour Strategy Stage 1 + 2 Form showing clearly three different strategies to dealing with continual non conformity.
- Students are encouraged to reflect on the effects of their misbehaviour on others.

Stage 2

- After applying 3 different strategies with no impact, the HoH is to be emailed – for information only at this point and a referral is to be made to the Head of Faculty who will look to support the class teacher by calling home and applying any other departmental specific support strategies to encourage a change in behaviour.
- The Head of Faculty will complete Stage 2 and make a referral to the HoH if no improvement.

Stage 3

- HoH will assess the full behavioural picture of the student and gather a range of evidence from sent out of class referrals; letters sent home; unsupervised behaviour; senior teacher logs etc. to establish a strategy and tailor the pastoral support.
- A referral to the **Gateway** may be put in place and the student will be discussed at the half termly Multi –Agency meetings, so additional support from a range of experts can be considered.
- Stages 1 and 2 will not be applied if it is a serious incident e.g. swearing at a teacher, fighting etc. the student will be referred directly to the HoH.
- HoH will adopt a more personalised approach to dealing with behaviour at this level, for example, a report card, referral to the Base, referral to the IEU etc.

Stage 4

- This is when a student is considered to be at risk of exclusion by continually misbehaving despite a range of behaviour strategies.
- A Learning Mentor will be supporting the student and HoH in establishing tailored provision and pastoral support.
- A Pastoral Support Programme with contract signed by student/school/parent is agreed and is put in place and depending on the circumstances tailored provision or alternative curriculum provision may be an option. A review may take place following a set period of time depending on the support plan.
- Our SENCO will look at the options of accessing the Gateway. Many of our students who are referred to external agencies will be vulnerable and may have additional needs. Agencies supporting our students have included: the local Police, Brook, CAMHS, one to one counselling etc. and a referral may be made for alternative provision from a host of authority providers. All students at this stage will be discussed at the half termly multi-agency meeting – to ensure appropriate support is in place and impact measured.

Stage 5

- When all else fails, negotiated transfers or more usually, managed moves will take place before a permanent exclusion – fresh start in a different environment.
- The Headteacher may decide to permanently exclude a student having risk assessed the seriousness of the incident and an Aide- memoire will be followed.

The Headteacher (or a member of the SLT deputising for the Head) is the only member of staff who can sanction a fixed term or permanent exclusion.

Criteria for Reward Trips

- Student's attendance must be above 95% unless there are exceptional circumstances.

- No more than 5 lates to registration from the beginning of the school year.
- Behaviour – HoH will identify students who are not to go on trips due to poor behaviour

Criteria for Presentation Evenings

- HoH will go through the list of students nominated for awards and remove them if behaviour has been a cause for concern.

Student Rights and Responsibilities

A student at South Wirral has a responsibility....

- To be properly organised, equipped and prepared for school.
- To be on time.
- To respect the right of others.
- For his or her own actions - whether positive or negative.
- To treat others as they would like to be treated.
- To develop personal responsibility for his or her own learning.
- To respect the school environment.
- To act safely.

Student Code of Conduct

A right to learn to the very best of his or her ability.

A right to be listened to.

A right to a safe place to come to school.

A right to be supported when he or she needs it.

Conduct in Lessons

If you misbehave in school you may receive the following punishments:

- a) Verbal Warning.
- b) Detention. This may be at break or lunchtime or after school (after school for 10 minutes without warning)
- c) A telephone call to your parents by your teacher.

For very serious poor behaviour:

- d) Referral to the Senior Member of Staff on Duty. A letter will be sent home and a copy kept in your file.
- e) A longer detention with notification. It is your responsibility to tell your parents of your detention.
- f) Referral to the Head of Faculty.
- g) Referral to your Head of House.

Bullying/Racism/Homophobic incidents – a log is kept separately for any such incidents and is monitored by a designated member of staff the school, following the authority procedure for recording and reporting incidents of this kind.

If you misbehave in class appropriate sanctions will be used.

If you are sent out of class:

- The incident will be recorded on your school record
- Your parents may be informed by letter, depending on the seriousness of your misbehaviour.

Parents are expected to attend meetings when requested.

At each stage, the level of supervision you receive to improve your behaviour will increase.

Poor behaviour may also result in the following:

- You may be taken from your class to work on your own,
- You may be placed On Report or/and on a Contract of Behaviour – Pastoral Support Plan
- You may be sent to work in the Learning Base or even be excluded from school.
- Ultimately, you may move to be educated elsewhere.

General Conduct around School

- a) If you bring things into school which staff consider could be a danger or a disturbance to the learning of yourself or others:
- They will be confiscated.
 - Your parents will be informed and it will be recorded in your Student Profile.
 - You could be sent to work in the Learning Base.
 - You could be excluded from school for a fixed term or you could be permanently excluded.
 - Most confiscated items will only be returned to a parent who comes to collect them.

Any refusal to comply will be dealt with in accordance with the school's code of conduct.

- b) Selling or the intention to sell, will result in confiscation, in line with our confiscation rules.
- c) If you leave school without your Head of House's permission or miss a lesson without permission appropriate sanctions will be used.
- d) If you misbehave out of lessons appropriate sanctions will be used.

Dress Code

The school's dress code for all students is:

Black trousers, black skirt or a black pinafore dress

White shirt

School tie (can only be purchased from school)

Black blazer with school badge

Plain black shoes with flat or low heels

Plain black, white, or grey socks or tights

Black Headscarf (for religious observance only)

Equipment

Students must come to school with the minimum of a pen, pencil, ruler, pencil case, calculator and a bag to carry equipment and books in.

Other Uniform Rules

- School shoes should be worn.
- Skirts **must** be school skirts and **not** be too short, tight, clingy or fashion skirts, etc.
- Trousers must be school trousers. Jeans, fashion trousers, leggings etc. are not acceptable.
- No knitwear or sweatshirts etc. at all.
- **NO** jewellery except one stud per ear and a watch is allowed
- Appropriate hair accessories should be in the school colours of black, red or white.
- Haircuts and styles must be sensible. Hair extensions or shaved heads are **not** permitted. Hair dyeing natural colours only
- No nail varnish must be worn.

NB The appropriateness of make-up and accessories is the judgment of staff not students. Governors would act reasonably through consultation and dialogue in accommodating the requirements of recognised religious groups.

The PE Kit

The recommended kit for PE and Games is:

- Boys: Red Rugby shirt or plain red tee-shirt, black shorts, black football socks and training shoes and football boots.
- Girls: White tee-shirt/polo shirt, black shorts or tracksuit bottoms, training shoes and black jumper.

Plain black tracksuit bottoms and sweatshirt are optional - no logos. A black sweatshirt for PE use only with an embroidered school logo is available for boys and girls.

Sanctions for the breach of the dress code

If students break the Dress Code they will either remedy the problem immediately or will be lent a replacement by their HoH. If persistent a letter will be sent home or a call made to inform parents and the incident will be recorded on their record.

Mobile Phones, MP3 Players, iPods, iwatches etc

- If mobiles are essential they are only acceptable in school if they are kept securely, switched off, out of sight and not used unless at the end of the day. School will not accept responsibility for any of these items brought into school. If phones are seen they will be confiscated and placed in the school office from where it can be collected by parents. Such confiscations are recorded on a student's record and repeated incidents will be dealt with by pastoral staff.
- Students should not routinely bring other electronic equipment into school. This includes MP3 players, iPods, iwatches, CD players, etc. School does not accept responsibility for these or for similar items. If students need them to complete work, for example, in ICT or Music, then it may only be used in **that** lesson under the supervision of staff. It may not be used anywhere else around school. Students are not allowed to use them to listen to their choice of music while

working in a lesson for example. Inappropriate use of mobile phones can be an issue in terms of:

- Health and Safety
- Distraction to learning
- Cyber-bullying

If you see a student with one of these devices then please confiscate it as you would for other forbidden items. Place in the school office from where it can be collected by parents.

Detentions

Detentions, including detentions outside of school hours are used as a sanction to improve behaviour.

- All staff can impose detentions
- Detentions take place on the school premises
- Detentions should be reasonable and not breach any equalities legislation
- Detentions should not be whole class detentions, but for individuals (and groups)
- Detentions can be on any school day or INSET days

Staff should consider the following:

- Parental consent is not required in law, but it is best practice to inform parents and so engage their support to improve behaviour.
- For some vulnerable students, detention may put them at risk e.g. missing a bus home. Please consult SEN staff and provision mapping and Heads of House, particularly with Year 7s.

Use of our Internal Exclusion Unit

- We have developed the use of an Internal Exclusion Unit. The room will only be used for pupils who have committed offences that would normally lead to exclusion. The parents will be informed of our reasons for using this form of correction in that the use of the room is an alternative to exclusion and appropriate work will be provided for the student.

Short term exclusions

- Students will be given work to take home whilst on exclusion. Students who are excluded will be sent home with this work. The completion of this work will be a condition of re-entry into school following the exclusion. This will prevent students from having their educational progress hindered by the exclusion. This strategy should emphasise to students that we will not tolerate certain forms of anti-social behaviour but at the same time their education must continue.
- Short term exclusions are used when it is felt that all other avenues have been exhausted and / or the actions are serious enough to warrant exclusion.
- Short term (or fixed term) exclusions are used in response to verbal or physical abuse of staff, racist comments, bullying and acts of violence. As far as possible parents will be contacted prior to the exclusion and informed as to the reason for this action.
- Parents will be invited to attend a return to school meeting with their child, their Head of House and Assistant Head and a tailored contract put in place, agreed and signed by all parties; ensuring good behaviour and to ensure parents are aware of the escalating nature of their child's sanctions and the potential for more serious sanctions to follow.

- If a student's conduct continues to be so unacceptable that it is adversely affecting the education of other pupils, and when all other avenues once again have been used, then students may be permanently excluded. This is a last resort when all reasonable steps have been taken.
- All parents are made fully aware of their right to appeal to the Governing Body.

Permanent exclusions

- Students may be put at risk of permanent exclusion if their behaviour puts themselves or others at risk.

Such behaviour could include:

- Bringing a weapon or anything resembling a weapon on site.
- Bringing or consuming alcohol or drugs on site
- Persistent behavioural issues where little or no improvement has been made despite well founded interventions.

This is not an exhaustive list and all permanent exclusions are at the discretion of the Headteacher.

Confiscation of inappropriate items / power to search

A separate legal provision makes it lawful for authorised school staff to search suspect pupils for knives, weapons, drugs, cigarettes, e-cigarettes, fireworks or stolen property without consent. At South Wirral High School the following adults are authorised to search for weapons without consent using the agreed D of E guidance (Screening, Searching and Confiscation).

- Mr Goodwin, Headteacher
- Mr Cloherty, Deputy Headteacher
- Mr Wallace, Senior Cover supervisor
- Mrs Molyneux- Senior Cover Supervisor
- WPC Tivendale
- Ms Dutton, Assistant Head
- Ms Williams, Assistant Head
- Ms Cottrell, Assistant Head
- Mr Neal, Head of Sixth Form

Please see DFE Guidance on powers to search and what must be done with confiscated items where we are required to report and hand over to the police (weapons, knives, pornography).

Use of Force

There is no legal requirement to have a policy on the use of force but it is good practice to set out, in the behaviour policy, the circumstances in which force might be used.

In a school, reasonable force is used for two main purposes - to control pupils or to restrain them.

This is not an exhaustive list but reasonable Force should only be used:-

- to protect staff and students

- to prevent serious damage to property

Reasonable force includes passive contact such as standing between pupils or blocking a student's path

The term "Reasonable" means using no more force than is needed

Reasonable force should only be used as a last resort and staff should delay if at all possible.

Whenever practicable, when reasonable force is needed, staff will issue a verbal warning to a student that force may have to be used.

Student Conduct outside the school gates

We may discipline students outside of school hours where students are

- taking part in a school organised activity
- travelling to and from school
- wearing school uniform / identifiable as a member of school

And where students behaviour

- can have repercussions for the orderly running of a school
- poses a threat to any member of the public
- can adversely affect the reputation of the school

School staff may work with other agencies including the police, community and youth services, social care and health services to co-ordinate responses.

School will not disclose other students' sanctions to other parents to safeguard our students and in accordance with the Data Protection Act.



Sixth Form Code of Conduct



1. To fulfil the responsibilities and requirements with regard to membership of the Sixth Form.

- a. Regular **and** punctual attendance. Above 98%
- b. Compliance with the school uniform policy – Professional Business Dress
- c. Silent working within the library and focused work ethic in all other study areas.
- d. Care and consideration within the study and relaxation areas.
- e. To remain on school premises at all times apart from lunchtimes and organised work placements.

2. To fulfil the responsibilities and requirements with regard to membership of the school.

- a. To be an ambassador for the school and set an example to younger students at all times.
- b. Maintain outstanding standards of behaviour.
- c. Become involved in extra-curricular activities and offer to help the school when appropriate.
- d. To fulfil as many as the Sixth Form Pledges as possible.
- e. Protect the school environment and respect the study room, S16, library & other areas of study.

3. To remain committed to the subject you choose to take. To fulfil the responsibilities and requirements with regard to the course you undertake.

- a. Attend all timetabled lessons with the correct equipment and avoid any holidays during term time.
- b. Have a positive Attitude to Class Learning in all courses with an average of 3+
- c. Be responsible for personal target setting and forward action planning and fulfilling the outcomes of these.
- d. Meet deadlines and be organised through use of your professional organiser.
- e. Seek learning support where necessary. As a Sixth Form student YOU are expected to be active in seeking help.
- f. Use private study time appropriately.
- g. Work cooperatively with others, including staff and peers, showing your ability to communicate effectively and relate to others.
- h. Research and access appropriate resources where necessary, compiling adequate files of notes and worked problems.
- i. Identify personal strengths and weaknesses.
- j. Actively seek careers and further education information, advice and guidance.
- k. Attend tutor periods and special events as notified (Driving Awareness, Student Finance etc.).
- l. Avoid plagiarism in course and assessed work.