



FOUNDED 1900

THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

The English School Behaviour Policy

INTRODUCTION

Consistency

Everyone must use the policy as it is laid out.

Professional Standards always aiming at high achievement

No system will ever replace the need for high standards in teaching and learning. Well planned lessons which start on time and include engaging activities which enable students to progress and become reflective learners are an absolute requirement.

Confidence that leads to success

We need to be confident that collectively we can achieve high standards. Clear expectations and guidance combined with continued development of teaching and learning strategies along with a caring approach will improve students' behaviour, learning, achievement and overall well-being. Our reward as staff will be the difference we will be able to make in our students' lives now and in the years to come.

Tips for Effective Behaviour Management

(By Vicky Ford, Education Leeds Behaviour Consultant)

1. Plan for good behaviour
2. Actively teach rights, responsibilities, rules and routines.
3. Separate the (inappropriate) behaviour from the student.
4. Use the language of 'choice'.
5. Model the behaviour you wish to see.
6. Keep the focus on the behaviour of concern rather than personal argument.
7. Actively build trust and rapport.
8. Always follow up issues that count.

9. Be proactive in repairing and restoring relationships.

To manage behaviour, while keeping the lesson going, use non-verbal strategies:

- ✓ Eye contact - a 'look' in a student's direction.
- ✓ Body language – move around the room, stand in close proximity or stand over a student who is not concentrating.
- ✓ Tactical pauses – stop talking and look in the direction of the student(s) causing the disruption.

The underlying principle is CHOICE.

- The students are given a choice at each stage.
- As staff we have a responsibility to make the choice clear to the student before a sanction is imposed.
- The sanction should not be used as a threat.
- The misbehaviour or bad choice has to be deliberate and not accidental.
- All staff must adhere to the sanctions' instructions.
- All staff must be consistent with our sanctions.
- The sanctions must not be a result of staff's frustrations – however frustrated we feel at times! We ALL make mistakes! The imposition of a sanction should not be based on the tolerance stage of staff being exceeded but rather because the student has chosen to move up the pyramid.
- Our aim is a non-confrontational warning of the choice.
- Our expectation is that the vast majority will comply but remember students make mistakes as well.

Discipline and Behaviour Policy

Sanctions for classroom-based misdemeanour – individual

STEP 1 *Verbal warning - given after a period of settling to work to encourage students to work without disrupting the lesson*

STEP 2 *Second warning - verbal with an explanation of what will happen if the behaviour continues*

STEP 3 *The student is moved - to a desk within the same classroom by the class teacher (recorded on SIMS)*

STEP 4 *A Behaviour Point is issued and recorded on SIMS. A punishment may also be imposed (detention, work assignment, etc). Through Intouch, a message on this incident will be sent to parents, Form Tutor, Head of Year and Head of Upper/Lower School.*

FURTHER STEPS: *Continued misbehaviour, accumulation of behaviour points and more serious incidents may involve the Head of Year, the Head of Upper/Lower School and further sanctions being imposed (see code of conduct)*

Class-based misbehaviour:

Staff must be consistent

Staff must be aware that students may progress through the stages due to bad choices they make. Only in exceptional circumstances will they go straight to a higher stage- *please refer to the exceptional cases indicated on the following page.*

Make the choices clear to students at each stage.

STEP ONE – VERBAL WARNING (after settling to work)

It is anticipated that many students will receive the occasional VERBAL WARNING in their time with us.

Hopefully, as students mature and become more self-disciplined the great majority of student/teacher contact will be positive and enthusiastic. This will include settling to work quickly, listening properly to the ideas of others and participating constructively in discussion.

The VERBAL WARNING should not be recorded. However, you will need to remember who you have warned. Choose a method that suits you.

The warning has three clear purposes:

- (i) to indicate to students that they have done or are doing something which is unacceptable;
- (ii) to form a link to the more serious STEP TWO – SECOND WARNING if it is required.
- (iii) to make it clear to students they are responsible for their behaviour and they have the choice on how to behave.

STEP TWO – SECOND WARNING

A student who continues to behave unacceptably despite being given a VERBAL WARNING will move into STEP TWO and receive a SECOND WARNING.

STEP THREE – MOVE STUDENT WITHIN THE CLASSROOM

Occasionally, students will continue to behave in an unsatisfactory manner despite receiving both a VERBAL and a SECOND WARNING. Such behaviour will result in the student moving into step THREE. Students will be moved to another area of the room and this will be recorded on SIMS

STEP FOUR- A Behaviour Point is issued and recorded on SIMS. A punishment may also be imposed (detention, work assignment, etc.). A message on this incident will be sent to parents, Form Tutor, Head of Year and Head of Upper/Lower School. Students must be made aware that this step is serious and that a record is being made about their behaviour that may have more serious consequences.

Exceptional cases:

The following behaviours are treated as exceptional because the school may not follow the steps as described above. Some of these behaviours described below **may** lead directly to an **exclusion**. For more than **two exclusions** the student is sent to the **final step**.

- **Smoking or being found with a smoker.** First time detention, second time exclusion
- **Fighting**
- **Severe disrespect**
- **Severe rudeness**
- **Vandalism**
- **Bullying/cyber bullying.**
- **Stealing**

This list is not exhaustive and other poor behaviour which is not detailed here will be sanctioned at the discretion of the School. This may include permanent exclusion depending on the seriousness of the case.

• **Smoking and possession/use of banned substances**

The School considers smoking and possession/use of banned substances violations as very serious and the sanctions imposed are designed to serve as a deterrent against such abuses.

- On the first occasion** when a student is caught in possession or using banned substances (alcohol, cigarettes etc.) or tobacco products or in the company of a student who is smoking or has such materials the student is given **detention**.
- If there are **further violations** the student may be **excluded** from School.

• **Possession of/setting off firecrackers and other explosive devices:**

If a student is caught setting off or is in possession of any sort of explosive device, such as a firecracker, s/he will face **severe repercussions** which may include suspension or permanent exclusion from the school.

The school takes the issue of firecrackers extremely seriously and will not tolerate any behaviour which is potentially harmful to the wellbeing of members of the school community.

• **Mobile Phones/electronic devices**

Mobile phones and other electronic devices must be switched off in lessons and kept in students' bags. Using any electronic device to make calls, text, record, take pictures, etc. is **banned**. **Phones etc. should, therefore, not be visible in classes.** Any student who chooses to make use of their

electronic device during a lesson can expect to receive a sanction. (E.g. The teacher may give one warning and if the same behaviour continues, then he/she can proceed with step 4).

- **Use of Violence and Bullying**

The School considers the use of violence and bullying as very serious and the sanctions imposed are designed to serve as a deterrent against such actions.

- (i) The use of physical violence against a member of staff will result in immediate exclusion from School pending the outcome of an investigation.
- (ii) Any form of bullying (physical or psychological) is unacceptable. Such cases should be reported to the relevant Head of Year and/or Head of Upper/Lower School who, after investigation may take the necessary punitive action. *See separate anti-bullying policy.*

- **Inappropriate and Improper use of ICT (Information and communication technology)**

The use by students of ICT with inappropriate contents, the sending of inappropriate (in the opinion of the recipient) electronic material or the creation of websites referring to the School without prior written permission being obtained from the School will be dealt with according to the nature of the contents. Depending on the nature of the contents the student could be excluded from the School immediately.

- **Unjustified absence from lessons or games (truancy)** will be dealt appropriately on an individual basis.
- **Departmental issues** such as Homework/Coursework/Punctuality in handing in assignments, etc., will be dealt with by the department. The **same system** will be used but the **responsibility** will lie with the **Heads of Department**.

- **Uniform and Appearance**

- (i) The School's policy on these issues is clearly laid out in the Code of Conduct

THIS POLICY IS NOT NEGOTIABLE BETWEEN TEACHERS AND STUDENTS and hence should not be a matter for debate.

- (ii) It is the responsibility of **ALL TEACHERS** at **ALL TIMES** to check this.

- (iii) This means that **ALL TEACHERS** should be acquainted with the Code of Conduct and uniform regulations.

- (iv) When a teacher feels that the appearance of a student (including uniform) is consistently inappropriate (**first time the teacher just warns** the student that he/she will be sent to a senior member of staff), the teacher sends the student to the Head of Section, Head of Year or any other Assistant Head who will use his/her discretion and take whatever action is appropriate. **First thing in the morning, a Form Tutor** will send a student to the Main Office to be sent home to rectify his/her appearance or to have uniform brought in.

Regulations

- The highest standards of appearance, in dress, personal neatness and cleanliness, are expected of students at all times.
- Students coming to School improperly dressed or otherwise of unacceptable appearance, may be sent home or kept out of class.
- “Sleepers” may be worn if small and discreet.
- No make-up is allowed at school except for Senior Girls (Years 6 and 7) who are allowed light make up and nail varnish.
- In Years 1-5 Boys must be clean shaven at all times.
- In Years 6-7, boys are not allowed to grow beards/facial hair but are allowed to be unshaven provided appearance is neat and clean. A day’s growth only is allowed.
- Hair must be neat and tidy. Extreme haircuts or hairstyles are not allowed. The SLT’s discretion will be used here.

PLEASE NOTE:

- **No student will be sent to an SLT member unless there is an emergency (or in exceptional cases noted above).**
- **No student will be sent out of class unless for health and safety reasons.**

To ensure we are able to accurately record all behaviour at school, we are making use of the school’s information management system to monitor the progress of all students.

*If a student misbehaves or fail to abide by the School’s Code of Conduct, s/he may expect to receive **Behaviour Points**, which are a negative reflection of a student’s attitudes and conduct in school. These, of course, will be accompanied by other punishments (see the Code of Conduct). Any behaviour points will subtract from the positive Achievement points that may have been collected.*

Detention:

- ❖ Individual members of staff may choose to impose a **break detention** or their own **after school detention**.
- ❖ A **weekly detention** is also available every Wednesday 13:10- 14:00 to be supervised by colleagues on a rota.
- ❖ The colleague on duty will find the list of detainees for whole school detentions on SIMS. Students who do not come to detention will be referred to the Head of Section who will use his/her discretion to take the necessary action.
- ❖ There will be a pack of detention tasks for staff to collect and give to students on detention.

(No Homework will be done during detention)

- Exclusion or suspension from school will mean that the student will not be allowed to attend classes in school on designated days.
- Only SLT members and Heads of Year are authorised to impose suspensions/exclusions.
- Permanent exclusions are at the discretion of the Headmaster.
- Note that Heads of Year may, if they see fit, impose a detention on a Saturday morning.

Linked documents:

- Anti-bullying policy
- Code of Conduct

Note: Minor adjustments may be made to this document during the course of the year. Members of the school community will be informed of such adjustments.

