



# Newfield School



## Behaviour Standards Policy

Author	Headteacher
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### DOCUMENT CONTROL

*Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every 3 years. Should no substantive changes be required at that point, the policy will move to the next review cycle.*

# Behaviour Standards Policy

## 1. Introduction

- 1.1. When reading this policy, please note that the Headteacher's decision is final, alongside any staff member with delegated responsibilities. The Behaviour Standards Policy is to be read alongside the Family Handbook, Rewards Policy and Exclusion Policy.
- 1.2. Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.
- 1.3. This policy has been reviewed in line with the Equality Act 2010. It does not prioritise or disadvantage any pupil and it helps to promote equality at Newfield School.

## 2. Policy Aims

- 2.1. Newfield School demands a calm, purposeful environment for learning in all lessons. The teacher is the expert in the room and is central to learning. At Newfield School, we create high standards so all teachers can teach to the best of their ability and all pupils can learn to the best of theirs.
- 2.2. Sanctions are immediate and communicated with parents.
- 2.3. Our pupils:
  - 2.3.1. Understand hard work leads to success.
  - 2.3.2. Are inquisitive and strive to master knowledge in all areas.
  - 2.3.3. Show impeccable behaviour at all times.
  - 2.3.4. Are leaders who take responsibility for their learning and actions.
  - 2.3.5. Are passionate learners.
  - 2.3.6. Display curiosity, commitment and consideration as standard.
  - 2.3.7. Are committed to our school values.
  - 2.3.8. Show respect to all members of the school community.
- 2.4. We develop all pupils in the habits of self-discipline and kindness, through prevention, consequences and support.
- 2.5. We promote a positive caring attitude amongst our pupils and staff, whilst focussing on effective learning.
- 2.6. Pupils are expected to follow our school rules at all times. These are clearly set out in our Family Handbook which is shared with all families in September each year.

## 3. The Pupil Planner

- 3.1. The Pupil Planner is a compulsory item, it must be kept presentable and in a good condition. Sanctions are recorded in the planner, so it is of utmost importance. The following rules apply in relation to the planner:
  - 3.1.1. No personalising of the Pupil Planner is allowed, including graffiti.
  - 3.1.2. Pages must not be folded or removed.
  - 3.1.3. Pupil Planners must not be carried in a pupil's blazer.
  - 3.1.4. A pupil should have their Pupil Planner with them at all times other than a toilet break.
  - 3.1.5. Escalating sanctions would be issued to pupils who routinely do not have their planner.

## 4. Sanctions

- 4.1. For any behaviour that is not in line with the school values, pupils will be issued with a detention either at lunchtime or after-school depending on the timing of the offence.
- 4.2. The following behaviours would lead to a detention:

- 4.2.1. Late to school.
  - 4.2.2. Late to Line-Up.
  - 4.2.3. Late to lesson.
  - 4.2.4. Physical altercations.
  - 4.2.5. Refusal to follow instructions.
  - 4.2.6. Answering back/disrespect towards staff.
  - 4.2.7. Vandalism/graffiti.
  - 4.2.8. Throwing water/misuse of water pistols.
  - 4.2.9. Breaking corridor rules.
  - 4.2.10. Health and safety concern.
  - 4.2.11. Incorrect uniform.
  - 4.2.12. Incorrect equipment - including no planner.
  - 4.2.13. No school bag.
  - 4.2.14. Failure to complete homework or homework to a poor standard/copying.
- 4.3. This list is not exhaustive. Detentions will be issued for any behaviours that damage culture and compromise the running of a safe, calm school.
- 4.4. All detentions are recorded, and all detentions are served on the day of the offence. Parents or carers will be informed by text, and detentions can be issued at late as 14:49pm/15:49pm for Year 11 pupils during Period 6.
- 4.5. Please do not blame the school for your child's sanction, the inconvenience is caused by the child not following our behaviour expectations.
- 4.6. An escalation of sanction for persistent offenders is at the Headteachers discretion or members of staff with delegated responsibility. All infringements are recorded in the Pupil Planner and detentions are communicated by text messages.

## **5. Sanctions - Reflection/Withdrawn from Learning**

- 5.1. In some instances, it will be necessary to remove a pupil from lessons if their behaviour has been poor.
- 5.2. Pupils may have a short time in Reflection, to reset and move on. It may be necessary for significant behaviour incidents to be in Reflection all day. In most instances, pupils in Reflection will be with a member of SLT for the day.
- 5.3. The following offences would lead to Reflection:
- 5.3.1. Failure to attend detention/refusal to comply with sanctions.
  - 5.3.2. Multiple sanctions in one day.
  - 5.3.3. 10 or more sanctions in a week.
  - 5.3.4. Multiple infringements of the same rule.
  - 5.3.5. Smoking or vaping.
  - 5.3.6. Out of school incidents- fights, social media, poor conduct in the community.
  - 5.3.7. Bullying.
  - 5.3.8. Serious incidents in lesson.
  - 5.3.9. Persistent disruptive behaviours.
  - 5.3.10. Incorrect uniform or equipment- including no planner.
  - 5.3.11. Defiance.

- 5.3.12. Discrimination.
  - 5.3.13. Truancy/safeguarding breeches.
  - 5.3.14. Poor conduct out of school whilst in uniform.
  - 5.3.15. Bringing in banned/prohibited items.
- 5.4. This list is not exhaustive. Reflection will be issued for any behaviours that damage culture and compromise the running of a safe, calm school. If a pupil fails to complete their Reflection, this may result in suspension.

## 6. Classroom Rules and Standards - Expectations

- 6.1. Lessons must not be disrupted. Pupils are entitled to disruption free learning.
- 6.2. In class, pupils are encouraged and supported but teachers are mindful of ensuring pupils are able to learn and they will ensure the learning environment is well managed.

### 6.3. In-Class Behaviour Management Warning System

- 6.3.1. During all lessons we have a 3-level warning system. Unacceptable behaviour includes all that is disrupting teaching and learning and/or producing sub-standard work.
- 6.3.2. The teacher reserves the right to remove any pupil at any time from a lesson, who is deemed to be harming the education or welfare of others in the school community.
- 6.3.3. If a pupil has a double period, this is classed as one learning episode.
- 6.3.4. During lessons all teachers pre-empt any off-task behaviour in lessons, so that 100% of pupils are on task.
- 6.3.5. Teachers insist on one voice in the classroom for instructions, explanations and discussions, and silence for reading, writing and practice. As soon as any off-task behaviours occur, teachers swiftly use these pre-emptive reminders:
  - 6.3.5.1. **Silent non-verbal:** hand signal, eye contact, facial expression, shake head or sharp pause.
  - 6.3.5.2. **Unnamed:** 'We're tracking. Just waiting for 100%. We need one person ... and 100%.'
  - 6.3.5.3. **Named:** 'Miles, we listen so we can learn. Thank you.'
- 6.3.6. If these pre-emptive reminders are not followed the following protocol is used by everyone:
  - 6.3.6.1. **First Warning - (in class intervention)**
    - 6.3.6.1.1. The teacher writes the pupil's name on the seating plan and the pupil is explicitly told this is their first warning and the reason.
  - 6.3.6.2. **Final Warning - Pupil is given final reminder of expectations**
    - 6.3.6.2.1. The teacher places a tick against the pupil's name on the seating plan and explicitly tells the pupil that this is their Final Warning.
    - 6.3.6.2.2. This is recorded as a behaviour point.
  - 6.3.6.3. **'Withdrawal'**
    - 6.3.6.3.1. If problems persist, 'On-Call' is requested so a pupil is withdrawn from lesson.
    - 6.3.6.3.2. 'On-Call' staff withdraw the pupil from learning and pupils are taken to the Reflection Room for a period of time. This withdrawal from learning over-rides the Final Warning previously issued and a detention is issued.
- 6.3.7. For instances of extreme behaviour, the Senior Leadership Team reserve the right to remove any pupil at any time from a lesson, who is deemed to be harming the education or welfare of others in the school community.
- 6.3.8. Refusal to follow instructions and comply with instructions will lead to sanctions. This is at the Headteacher's discretion and could lead to a loss of social time and an escalation of sanctions.

### 6.4. Headteacher Detention - Friday from 14:50pm until 16:50pm

- 6.4.1. Headteacher detention is issued for pupils who have 5 detentions in the week.
- 6.4.2. If a pupil refuses to complete their Headteacher Detention they will be withdrawn on the next school day and receive an increased detention period. Headteacher detention may be issued after accumulating sanctions, poor work in Reflection Room or for other appropriate offences.

## **6.5. Reflection due to Multiple Sanctions**

- 6.5.1. If a pupil has 7 detentions in a week, they will be removed to complete Reflection. This will act as a reset.

## **7. Mobile Phones and Other Electronic Devices**

- 7.1. Mobile phones and other electronic devices should not be used at any time during the school day both in the building and outside the building.
- 7.2. Our policy still allows pupils to bring phones to school, but they must be switched off and out of sight throughout the school day.
- 7.3. Pupils are not to contact parents/carers during the school day without permission. If this happens pupils are issued with a detention.
- 7.4. Parents can expect communication from school if a child's mobile phone is confiscated and we will check social media during an investigation if required. Parents would be contacted about this.
- 7.5. Phones that are heard or seen being used will be confiscated. The phone will only be returned to a parent or carer who makes arrangements to collect it. In the event that this happens for a second time the mobile phone will be kept by the school for one week.

## **8. Confiscated/Banned Items**

- 8.1. Confiscated and banned items include:
  - 8.1.1. Vapes/cigarettes.
  - 8.1.2. Water balloons/pistols etc.
  - 8.1.3. Laser pens.
  - 8.1.4. Stolen items.
  - 8.1.5. Weapons/items that pose a high danger risk.
  - 8.1.6. Nuts or food containing nuts (to protect those with allergies).
  - 8.1.7. Chewing gum.
  - 8.1.8. Fizzy flavoured drinks.
  - 8.1.9. No additional adornments on school uniform – badges/pins etc that may incite division, undermine school unity or cause tension in the school community.
- 8.2. Confiscated items may need to be collected by parents from the school reception. The school reception is open at 7:30am and closes at 3:30pm, daily. In some instances, items may not be returned.

## **9. Fixed Term Suspension and Permanent Exclusion**

- 9.1. We reserve the right to suspend any pupil at any point for persistent breaches of the School Behaviour Standards Policy.
- 9.2. We reserve the right to permanently exclude any pupil at any point for persistent breaches of the School Behaviour Standards Policy or serious incidents.
- 9.3. We will permanently exclude any pupil where allowing them to remain in school would seriously harm the education or welfare of the pupil or others in the school community. Equally, 'one off' incidents can lead to permanent exclusion as set out in our Exclusion Policy.

## **10. Praise and Rewards**

10.1. Pupils are able to gain Achievement Points throughout lessons and around school for positive contributions to school.

This would include the following:

- 10.1.1. Good contributions in class.
- 10.1.2. Excellent work.
- 10.1.3. Success in tests/exams.
- 10.1.4. Support of school events.
- 10.1.5. Charitable work.
- 10.1.6. Supporting others.

10.2. Achievement points are tracked and detailed on Pupil Reports.

## 11. Support

11.1. Pupils are supported to meet behaviour Expectation in multiple ways:

- 11.1.1. Pupils are given the support of detention/reflection letters to write, parental phone calls and meetings, and self-control mentoring.
- 11.1.2. Teachers also ensure work is completed in this time, so pupils do not miss vital learning.
- 11.1.3. In Reflection, SLT members will work with pupils to ensure they are ready to return to lessons and continue to learn.
- 11.1.4. **RESET Days** teach our behaviour expectations and offer reminders and support.
- 11.1.5. Persistently disruptive pupils are placed with senior members of staff, to ensure they are supported in understanding expectations.
- 11.1.6. Pupils who persistently fail to complete their homework are supported through a homework club.
- 11.1.7. Persistently late pupils have phone calls and letters home from the attendance team and the Senior Leadership Team.
- 11.1.8. Reasonable adjustments are offered to those who require this, and teachers aim to understand pupils well and sanction appropriately.
- 11.1.9. Pastoral meetings are arranged when pupils hit key behaviour concerns.
- 11.1.10. Reintegration meetings follow every suspension, and parents are expected to attend.