

## Behaviour Policy and Procedures

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**This behaviour policy and procedures are the operational guidelines for the implementation of the Governing Body's Behaviour Principles and the Code of Conduct**

All staff have a duty of care to maintain good order and safeguard children's safety and well-being.

Members of staff are responsible for applying the 4 Achievement Grid to encourage behaviour in line with the school's Code of Conduct. Staff members are expected to make every effort to solve any discipline problems themselves as they arise in line with the 4 Consequences Grid. The option of referral should not be taken too quickly and not prior to each stage of the Consequences Grid being adhered to.

It is recognised that in certain circumstances a referral to Curriculum Leader and/ or a Community Learning Leader may be necessary and staff should not hesitate to ask for guidance and assistance from senior colleagues. We recognise that any members of staff including experienced and / or senior staff can need assistance and advice in particular situations or circumstances as they arise. Staff members are encouraged to recognise that asking for such advice and guidance is not a sign of weakness. It is a mistake to pretend all is well, when in fact it is not as this weakens the consistency with which staff apply the structures of the school.

All staff will have a seating plan for every class and this will be displayed on the classroom wall with a copy annotated in their yellow teaching folders. Students must comply with the seating plan however the teacher will review and change the seating plan as necessary throughout the academic year.

# Responsibilities for Actions to Promote Positive Behaviour

## Students' responsibilities are to:

- develop the 5Rs
- follow the school Code of Conduct / 5-a-day
- sign and follow the Home School Agreement form
- positively seek rewards
- keep all certificates in a safe place
- be proud of achievements
- behave appropriately and showing respect for your teachers, support staff and other students
- let a member of staff know if they have a problem at the appropriate time and in the appropriate manner
- attend school every day and be punctual to school and lessons
- be prepared for lesson with a positive attitude
- complete all work to the best of their ability making the most of the learning opportunities
- take their place in class in-line with the lesson's learning plan

## Parents' responsibilities are to:

*Parents play a key role in encouraging good behaviour by supporting the school with the Code of Conduct*

- sign the Home School Agreement and ensure it is rigorously followed
- encourage students to seek rewards and celebrate achievements
- be proud of their child's achievements
- encourage their child to behave appropriately at all times, both in school and in the wider community
- ensure that their child attends school every day and is on time
- make sure that their child wears the correct uniform in line with the school dress code and that they have the correct equipment for learning
- read and respond to all letters and telephone calls from the school
- attend all parents' evenings to support their child
- actively support the schools' sanctions eg detentions, reports etc
- use the planner to communicate with staff as necessary

## Class Teachers' responsibilities are to:

- issue rewards / Post Cards fairly
- pass to Curriculum Leaders names of students who are to be awarded the Subject Commendation
- refer students to Curriculum Leaders for praise
- use the Rewards policy, as appropriate
- expect and encourage the highest standards of behaviour in the classroom and around the school
- make expectations clear when asking students to follow instructions
- remain calm and avoid confrontational behaviour with students
- plan and mark work that is challenging and stimulating for each individual's needs
- monitor uniform standards within their classroom and around the school
- offer effective means of communication with home
- deal with attendance and punctuality to lessons
- provide appropriate study support when students are working below expectation

- deal with manners and inappropriate language in the classroom including homophobic language
- support the code of conduct including enforcing the rules on mobile phones and other electronic devices

**Curriculum Leaders' responsibilities are to:**

- encourage department to issue Rewards / Post Cards
- present commendation certificates
- encourage students for praise to be brought to your attention
- discuss the Presentation Awards nomination with department
- pass names to Headteacher for Headteacher Commendation
- implement student of the week/month/year
- promote and use the Rewards policy to the full and to include in team agenda 'Students of the month'
- develop effective support for students and staff within their curriculum area
- set high expectations of staff and students linked to progress, respectful behaviour and attitude to learning
- follow up incidents with rigour and analyse data to plan effective interventions

**Progress Tutors' responsibilities are to:**

- implement a fair system of appointing the form captain and College Council representatives
- share colour coding attendance data with students
- bring to the attention of the Student Support Co-ordinator those students who deserve particular recognition
- encourage students to keep all certificates and achievements
- use the Rewards policy
- implement the code of conduct, 5-a-day, anti bullying ladder, school dress code and the home school agreement
- to record all telephone calls, emails and meetings with parents and pass to Student Support Services Team for holding on the student's file

**Student Support Services Team's responsibilities are to:**

- share attendance data and the colour coding system with parents
- record any parental communication
- keep up -to -date record of rewards
- display individual, group, year, Learning Community / House and school achievements
- issue attendance certificates
- pass names to Headteacher for Headteacher Commendations
- to record all telephone calls, emails and meetings with parents and place on the student's file

**The Learning Community Leaders' responsibilities are to:**

- share attendance data and the colour coding system with parents
- record any parental communication
- keep up-to-date record of rewards
- display individual, group, year, Learning Community and school achievements
- issue attendance certificates
- pass names to Headteacher for Headteacher Commendations
- monitor behaviour records and plan interventions to support learning
- collaborate with the achievement coordinators to support student progress

- work with outside agencies and groups to offer students extended opportunities for learning and to plan additional support
- lead the Learning Community with rigour to ensure high standards of uniform, respect and behaviour
- record all telephone calls, emails and meetings with parents and pass to Student Support Services Team for holding on the student's file

**Senior Leadership Team's responsibilities are to:**

- promote, recruit and select prefects against published criteria
- use the Rewards Policy to the full
- display names of students who receive an Award at Presentation Evening

**Headteacher's responsibilities are to:**

- select Senior Student Leadership Team members using a fair process
- present Prefect and Senior Student Leadership Team
- present certificates in assembly, as invited
- present student badges in assembly, as invited

## **Regents Park Rewards include:**

### **Rewards: Class Teachers' Responsibilities**

- Verbal praise
- Token/Credit
- Post Card / Letter home
- Phone call to parents
- Parental interview
- Student interview
- Refer to Curriculum Leader for praise
- Use of the Curriculum Area reward board

### **Rewards: Curriculum Leaders' Responsibilities**

- Verbal praise to students in subject area
- Communication to parents inc Post Cards
- Subject Commendation
- Curriculum Leader Commendation
- Student of the Week/Month/Year
- Interview with student
- Awards Evening nominations
- Subject specific awards (P.E., Music etc.)
- To refer students to Student Support Services Team for praise in assembly
- Recommendation for HT Commendations

### **Rewards: Progress Tutors' Responsibilities**

- Verbal praise
- Post Card / Letter home
- Phone call home
- Parental interview
- Interview with Student Support Co-ordinator and student
- College Council/Prefect representatives
- Attendance charts

### **Rewards: Leadership Team's Responsibilities**

- Verbal praise to Students presented by Student Support Service or Curriculum Leaders
- Post Card / Letter home
- Phone call home
- Parental interview
- Student interview
- Student interview with progress tutor/subject teacher
- To oversee the selection process for prefects
- College Council badge
- Annual Awards Evening
- Presentation Evening
- Presentation of certificates at assemblies

### **Rewards: Headteacher's Responsibilities**

- Selection process for the Senior Leadership Team
- The Headteacher's Commendation
- Presentation of Awards at the Annual Awards Evenings and Presentation Evening
- Presentation of student badges/certificates in assemblies

**Rewards: Governing Body's Responsibilities**

- Final selection for the Senior Leadership Team posts
- Attendance at Annual Awards Evenings and Presentation Evening [previous Year 11]

**Regents Park Sanctions include** [all of which are given to members of staff under current legislation]:

**Sanctions: Class Teachers' Responsibilities**

- Verbal Reprimand
- Liaise with the progress tutor
- Names on board
- Use of warnings
- Moving student to another seat
- Re-doing work to an acceptable standard
- Asking students to return at another point in the school day/end of the day for reflection time
- Interview with Curriculum Leader
- Letter home
- Phone call to parents
- Student removed to another group in discussion with Curriculum Leader and in line with the Curriculum area On Call system
- Enlisting support of another colleague or Curriculum Leader
- Student interview
- Parental interview
- Class teacher detention
- Details of incident recorded on the Behaviour management system on the day
- Other relevant forms to be completed as necessary e.g. Incident form, bullying form, racial incident form and passed to HTLT link by the end of the day of the incident.

**Sanctions: Curriculum Leaders' Responsibilities**

- Verbal Reprimand
- Telephone communication with parents logged in Curriculum area's Behaviour log
- Letter to parents with copy saved in Curriculum area's Behaviour log and a further copy sent to SST for the student's main file
- Planned withdrawal from class for a fixed period to work within another teacher in line with the Curriculum On call system
- Subject specific report
- Subject Detention
- Interview with student, class teacher and parents if appropriate
- To monitor the Curriculum area Behaviour log including the use of On Call, department reports, telephone calls, detentions, letters to parents.
- Curriculum planning reviews

**Sanctions: Progress Tutors' Responsibilities**

- Verbal Reprimand
- Use of warnings
- Letter home
- Phone call to parents and logged
- Progress Tutor detention
- Parental interview
- Interview with Student Support Co-ordinator and student
- On 'report' to Progress Tutor
- Students reporting at a point in the school day/end of school day
- Community service
- Liaise with teaching and support staff

**Sanctions: Student Support Team's Responsibilities**

- Verbal Reprimand
- Letter home
- Phone call home and logged
- Parental interview
- Student interview
- Student interview with Progress Tutor/subject teacher
- Community service
- On 'Report' to Student Support Co-ordinator
- Present case to HTLT to use Internal Exclusion

- Present case to HTLT to use School Detention
- Presentation of case to HTLT link for disciplinary meeting with HTLT member
- Prepare case to present to HTLT link for consideration of exclusion
- Update student files (including email communication)

#### **Sanctions: Leadership Team's Responsibilities**

- Verbal Reprimand
- Letter home
- Phone call home and logged
- Parental interview
- Student interview
- Student interview with Progress Tutor / Subject teacher
- Sanctioning School Detention
- Community service
- Withdrawal from class to work with HTLT/Senior staff member
- Sanctioning Internal Exclusion
- On 'Report' to HTLT member
- Present case to HT for consideration of external exclusion

#### **Sanctions: Headteacher's Responsibilities**

- Discipline meeting with student and Student Support Co-ordinator / LT member
- External Exclusion
- Referral to SCC Student Support Services
- Arrange involvement of SCC Exclusions Officer
- Presentation to Governing Body Student Disciplinary Committee

#### **Sanctions: Governing Body's Responsibilities**

- Monitor and review of exclusion data
- Monitor and review harassment / bullying data
- To establish a Governing Body Student Disciplinary Committee or Permanent Exclusion panel
- Have a duty to make arrangements to ensure that the school safeguards and promotes the welfare of students
- To have a written statement of Behaviour Principles including a Code of Conduct for students
- To ensure the schools has a Behaviour Policy

#### **Equality Impact Statement**

The governing body, headteacher and staff will do all they can to ensure that this policy does not discriminate, directly or indirectly through at least annual monitoring and evaluation of the policy's implementation. The governing body, headteacher and staff will ensure that there is no differential application of this policy on any grounds linked to the protected characteristics as defined by the Equalities Act 2010. As a result, the policy will be amended as required to ensure its adherence to the Equalities Act 2010.