

BROADOAK SCHOOL
BEHAVIOUR MANAGEMENT POLICY

Behaviour Management Policy

The Principles

The Governing Body of Broadoak School believes that in order to enable effective teaching and learning to take place, outstanding behaviour in all aspects of school life is necessary. It seeks to create a caring, learning environment in the school by:

- upholding the school mission statement
- promoting outstanding behaviour and discipline amongst the whole school community
- promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect
- ensuring fairness of treatment for all
- encouraging consistency of response to both positive and negative behaviour
- promoting early intervention
- providing a safe environment free from disruption, violence, bullying and any form of harassment
- encouraging a positive relationship with parents and carers to develop a shared approach to involve them in the implementation of the school's policy and associated procedures
- encouraging staff to seek opportunities to praise all pupils in their care

The aim of this policy is to ensure that the school offers a happy and caring environment in which all children have the opportunity to achieve the very highest standards. A calm school, in which children are behaving well and showing respect and consideration for others will provide the right atmosphere for high levels of achievement.

School staff with responsibility for pupils have the power to discipline and impose reasonable sanctions (for example, confiscation of items and detention) against pupils:

- Whose behaviour is unacceptable
- Who break the school rules
- Who fail to follow a reasonable instruction

This power extends outside school, in certain circumstances (Section 90 and 91 of the Education and Inspections Act 2006). Parental consent is not required for the issuing of detention however the school will endeavour to inform parents where possible.

In addition, staff can search pupils, with their consent, for any item which is banned by the school rules. The Head Teacher and other authorised staff have the power to search pupils or their possessions, without consent, where they suspect the pupil has a prohibited item for example: knives, weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images; any article that has been or is likely to be used to commit an offence, cause personal injury or damage to

property. Staff may use such force as is reasonable when searching a pupil without consent for prohibited items (Searching, screening and confiscation: advise for schools DfE February 2014).

In addition to prohibited items the following items are banned from the school premises: jewellery, mobile phones, hooded sweatshirts, fizzy drinks, energy drinks. electronic devices eg i-pods, laser pens and other items which may lead to the disruption of learning or may compromise the safety of others. Items which are confiscated will be held securely however the school is not responsible for any loss or damage to items which are banned from the school premises.

All staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

Pupil behaviour is addressed in the School Improvement Plan under the strand 'Behaviour and Safety'.

Roles and responsibilities

The Governing Body has established, in consultation with the Chief Executive, the Head Teacher, staff and parents, the policy for the promotion of outstanding behaviour. The policy is communicated to pupils, parent/carers and staff via the website and is non-discriminatory in line with the legal responsibilities of the Equality Act 2010. Governors support the school in maintaining high standards of behaviour.

The Head Teacher and senior leadership team are responsible for the implementation and day-to-day management of the policy and procedures. Support for staff faced with challenging behaviour is also an important responsibility of the Head Teacher.

Staff, including teachers, support staff and volunteers, are responsible for ensuring that the policy and procedures are followed and are consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential. All staff have responsibility, with the guidance and support of the Head Teacher, for creating a high quality learning environment, teaching good behaviour and implementing the agreed policy and procedures consistently. Reasonable adjustments must and will be made dependent upon an individual's specific learning needs in regards to SEN issues and social/emotional issues.

The Governing Body, Head Teacher and staff ensure that there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality. They also ensure that the concerns of pupils are listened to and appropriately addressed.

Parents and carers will be expected to take responsibility for the behaviour of their child both inside and outside school. They are encouraged to work in partnership with the school to assist in maintaining high standards of behaviour and have the opportunity to raise with the school any issues arising from the operation of the policy. The views of parents and carers are valued. A home / school exchange is encouraged through the effective use of pupil planners and termly parental questionnaires are utilised to engage and canvas parental opinion and thoughts.

Pupils are expected to take responsibility for their own behaviour and are made fully aware of the school policy, procedure and expectations. Pupils also have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported either verbally or through written communication with key members of staff.

Any pupil who is found to have made malicious accusations against school staff will have a meeting between the parent/carers, the Head Teacher and a governor before a decision is made about the pupil's future at the school.

Procedures

The procedures arising from this policy have been developed by the Executive Principal in consultation with the staff. The procedures make clear to the pupils how acceptable standards of behaviour can be achieved and have a clear rationale that is made explicit to staff, pupils and parents. The procedures are consistently and fairly applied and promote the idea of personal responsibility and that every member of the school has a responsibility towards the whole community.

A wide variety of communication is utilised in order to promote and monitor behaviour. These includes assemblies, form time periods, lesson monitoring reports, SIMs, staff briefings, Head Teacher's weekly newsletter, school prospectus, anti-bullying ambassadors, pupil planners etc.

Code of Conduct

Pupils should always:

- Be polite and courteous towards adults and pupils. 'Please' and 'thank you' should be used where appropriate.
- Wear full school uniform
- Respect the school buildings, equipment and facilities
- Respect other people (staff, pupils and visitors) and their belongings
- Move quietly and sensibly around school
- Arrive promptly for school and for each lesson
- Work hard and do their best at all times;
- Try to get on with everybody at school;
- Come to every lesson with the right equipment (e.g. school bag, pencil case including pens, pencil, ruler, pupil planner, PE kit, etc.);
- Produce neat and tidy work;

Health and Safety

Pupils should:

- Not use or supply any illegal drug – this is strictly forbidden and will normally mean automatic permanent exclusion
- Not use cigarettes or alcohol on the way to, from and while on the school premises – failure to observe this retraction may lead to a fixed term exclusion
- Not interfere with any school equipment (including fire alarms)
- Not bring on to the school site any dangerous articles (including knives, fireworks, and any sort of firearm or harmful chemical)
- Not climb on to any school buildings or into private premises near the school
- Deposit rubbish in the refuse containers placed round the school site and not in gardens near the school. In addition there are a number of recycle bins in use in and around the school site that enable pupils to recycle all types of rubbish effectively.
- Not leave the school site without permission from the Head of Year or a member of the Senior Leadership Team.

Rewards

A school ethos of encouragement is central to the promotion of outstanding behaviour; rewards are one means of achieving this. They have a motivational role in helping pupils to realise that good behaviour is valued. Integral to the system of rewards is an emphasis on praise both formal and informal to individuals and groups of pupils. Rewards are accessible to all pupils and are varied in type, ranging from simple praise to rewards day activities. Broadoak School uses a reward system known as the *Points make Prizes* system (*Appendix 1*).

High profile whole school Presentation Evenings are also used to celebrate the achievement of our pupils as are Star of the Week and Pupil of the Month Awards.

Sanctions

The policy is to operate the normal school sanctions including detentions after school and at lunchtime. Children who blatantly disregard the code of behaviour expected of them or behave in an anti-social manner may be temporarily or permanently excluded from the school in accordance with the procedure formulated by the Governing Body. In such cases parents would be kept fully informed and involved. Alternatively pupils may be transferred to a partner school for a short period of time.

A serious view is taken of any anti-social behaviour committed by our pupils on the way to or from school. Pupils are expected to remain on the premises during lunchtime. We believe that the standards of behaviour expected in school are exactly those that are expected by parents in their homes. We firmly believe that a strong partnership forged between parents and teachers can overcome most behavioural problems. We expect decisions made in school to receive full parental support.

The basis of our discipline is through providing interesting and constructive activities in school supported by praise. In most cases this prevents poor behaviour. However, where the standards expected are not achieved sanctions are in place which the schools apply and which are characterised by clarity of why the sanction is being applied, in addition to what changes in behaviour are required to avoid future sanctions. There is a clear distinction between the sanctions applied for minor and major offences (*Appendix 2*). A consistent approach to sanctions in terms of a clear distinction between those applied for minor and major offences is ensured through members of staff responsible for their implementation working from the same guide and principles.

Low level disruption and minor behaviour issues must always be resolved through the repairing and rebuilding of positive staff / pupil relationships. This ensures that problems are resolved effectively resulting in effective learning for all. Detentions should be used as an opportunity to teach key ideas about emotional awareness, respect for others and citizenship, used as a time for rule reinforcement of the class rules. During detentions staff work with pupils to complete their Behaviour for Learning contracts. The contracts enable pupils to reflect on their behaviour and discuss strategies for improvement.

Training

The Governing Body ensures that appropriate high quality training on all aspects of behaviour management is provided to support the implementation of the policy. These include bespoke training delivered off site by outside agencies and regular high quality classroom / behaviour management training planned and implemented by Senior Leaders.

Interrelationship with other school policies

In order for the behaviour policy to be effective, a clear relationship with other school policies, particularly: Equality Policy, Special Educational Needs Policy, Anti-bullying Policy and the Acceptable Use Policy has been established.

Involvement of outside agencies

The school works positively with external agencies. It seeks appropriate support from them to ensure that the needs of all pupils are met by utilising the range of external support available.

Review

The Head Teacher, in consultation with the staff, undertakes systematic monitoring and conducts regular reviews of the behaviour management policy and procedures in order to evaluate them to ensure that the operation is effective, fair and consistent. The Head Teacher keeps the Governing Body informed.

The Governing Body regularly reviews this policy and associated procedures, to ensure its continuing appropriateness and effectiveness. The review takes place in consultation with the Head Teacher, staff and parents/carers.

Appendix 1

Rewards

Good work and attitude are rewarded through the *Points make Prizes* system and through the regular awarding of certificates and prizes. A conscious effort is made by all our staff to recognise individual achievement and to suitably reward good behaviour and attendance.

Rewards are issued for lots of different reasons, for example:

- Finishing class work quickly and having it all correct
- Answering a question really well
- Supporting others in their learning
- Making outstanding progress
- Having an improvement in manners, uniform, punctuality
- Producing an outstanding project/coursework/essay/piece of work
- Doing something excellent in the community
- A fantastic sporting achievement
- Excellent attendance and punctuality

In addition, each week the Head Teacher awards Stars of the Week to pupils who have been nominated by staff. Each month the Head Teacher also awards one pupil from each year group with the Pupil of the Month Award. These pupils receive trophies, certificates and letters from the Head Teacher and from the local MP Kate Green.

Praise postcards and letters of recognition are also regularly awarded to pupils.

Points make prizes system

- Pupils can receive a maximum of 3 points per lesson.
- When a Point is awarded staff place a stamp in the weekly 'POINTS MAKE PRIZES' section of the pupil planner. Each faculty uses its own stamp.
- Points can be awarded for lots of different reasons listed above.
- Pupils will also receive bonus points if they are awarded Star of the Week or Pupil of the Month.
- Points can be exchanged in the reward shop for a variety of prizes throughout each half term.

Appendix 2

Sanctions

In accordance with our Home School Agreement parents will always be kept informed of serious and other regular patterns of misbehaviour.

- A. Sanctions taken against those pupils who commit minor acts of misbehaviour
- Verbal warning
 - Placing the pupil on report (often used as an incentive or to monitor behaviour rather than 'punishment')
 - Detentions which could be at break, lunchtimes or after school
 - Temporary exclusion from certain classes
- B. Sanctions taken against those pupils who commit serious acts of anti-social behaviour
Examples of conduct which may lead to an internal exclusion (INTEX), transfer to partner school or a fixed term exclusion:
- Fighting
 - Bullying – either physical or verbal abuse including teasing at the expense of another pupil
 - Wilful Vandalism – to school property or property of a pupil or member of staff including deliberately setting off the fire alarm
 - Theft – of any property of pupils, staff or school
 - Repeated Disruptive Behaviour – which leads to the teacher having to spend a disproportional amount of time with one pupil at the expense of others
 - Racist or homophobic comments directed at pupils or staff
- C. Examples of misbehaviour that may lead to immediate permanent exclusion:
- One or more of the previous incidents which is deemed premeditated or deliberate or ignoring direct instructions to desist
 - One or more of the previous incidents after a fixed term exclusion
 - When a pupil is in breach of a 'contract' which has been approved by the pupil's parents
 - On an occasion when any one act of misbehaviour is deemed to be too serious to be dealt with by any other sanction
 - Deliberate and unprovoked physical attack or assault on a member of staff or another pupils
 - Use or distribution of illegal drugs, substances or alcohol on school premises