



# **BEHAVIOUR POLICY**

## **Pupil Discipline, (Inc Anti Bullying & Exclusion and Physical Restraint) Policy**

Review Period: Annually – Autumn Term

Review By: Leadership Group & C&C

### **Contents:**

**Aim**  
**Code of Conduct**  
**Roles and Responsibilities**  
**Outside School**  
**School Trips**  
**Contraband**  
**Screening and Searching**  
**Confiscation**  
**Mobile Phones**  
**Use of Force**  
**Malicious Accusations Against School Staff**  
**Exclusions**  
**Complaints Procedure**

**Rewards and Sanctions Structure**

**Sanctions**

### **ANNEX A: CODE OF CONDUCT FOR SCHOOL TRIPS**

**Anti-Bullying**  
**What is Bullying?**  
**Types of bullying**  
**Bullying may take various forms, including:**  
**Recording and Reporting**  
**Procedures for Dealing with Bullying**  
**Support**  
**How Pupils Know about the School's Anti-Bullying Policy and How to Report**  
**Monitoring**



## **Aim**

The aim of the Behaviour Policy is to give guidance to all members of the school community so that we can all live and work in an atmosphere that is conducive to learning and free from discrimination of any sort.

At Studley High, we believe that every member of the school community has a responsibility for behaviour and everyone has the right to feel valued and respected. All staff and pupils have an entitlement to achieve their maximum potential in a safe and secure environment free from bullying, and where effective teaching and learning can take place. It is our belief that good behaviour needs to be consistently and positively encouraged and valued.

All pupils have a responsibility to treat all members of the school community with respect and tolerance. They are expected to allow teachers to teach in the classroom without disruption or interference and they are expected to be prepared for lessons in accordance with school guidelines.

All staff employed by the school are expected, and have the authority, to maintain good behaviour inside and outside the classroom. They may discipline pupils who misbehave, break school rules or do not follow reasonable instructions.

## **Code of Conduct**

We will always be courteous to others.

We will respect the property of others and the school environment.

We will move around the school quietly and in an orderly fashion.

We will keep all parts of the school tidy and refrain from dropping litter.

We will always arrive at lessons on time and with all the necessary equipment.

In lessons we will work hard and enable others to do likewise.

We will always make sure that our behaviour is appropriate and our appearance is a credit to the school.

We have the highest expectations that our pupils will behave with courtesy and consideration for others in and out of school. We believe that in order to enable effective teaching and learning to take place it is essential that we promote and maintain the highest standards of behaviour. We acknowledge and reward the good work and behaviour of pupils and seek to create a caring, safe and happy learning environment in school by:

- encouraging all members of the school community to show consideration for others,
- encouraging pupils to acquire self-discipline, take responsibility for their own actions and choices,
- encouraging pupils to respect the customs and regulations of the school,
- fostering a set of shared values among staff, pupils, parents and the wider community.

The School will endeavour to:

- make explicit the philosophy underlying the school's system of rewards, sanctions and pastoral provision,
- encourage staff to recognise and praise good behaviour as well as dealing with poor behaviour, and to ensure that sanctions, when needed, are appropriate and applied in a fair and consistent manner,



- ensure that staff, pupils and parents know, and understand the reasons for, the school rules and code of conduct.

This Behaviour Policy acknowledges the school's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with Special Educational Needs (SEN).

## Roles and Responsibilities

**The Governing Body** will establish the policy for the promotion of good behaviour and keep it under review. It will ensure that it is communicated to pupils and parents, is non-discriminatory and that the expectations are clear. Governors will support the school in maintaining high standards of behaviour.

**The Headteacher** will be responsible for ensuring the implementation and day-to-day management of the policy and procedures. The Headteacher and Senior Leadership Team will oversee support for staff faced with challenging behaviour.

**Head of House** will take responsibility for the pupils that are allocated in their house. They will liaise with **Pastoral Managers** and staff to make sure that the policy is implemented and that positive behaviour is promoted. Heads of House will also communicate with the Headteacher in the instance where there is a serious breach of school rules.

**Staff**, including teachers, support staff and volunteers, will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential. Staff have a key role in advising the Headteacher on the effectiveness of the policy and procedures. They also have responsibility, with the support of the Headteacher, for creating a high-quality learning environment, teaching good behaviour and implementing the agreed policy and procedures consistently. The Headteacher will treat failure by staff to apply the policy as a serious dereliction of duty.

**The Governing Body, Headteacher and Staff** will ensure 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 will also ensure that the concerns of pupils are listened to and appropriately addressed.

**Parents, guardians and carers** will take responsibility for the behaviour of their child both inside and outside the school. The school values a close relationship with parents and they will be encouraged to work in partnership with the school to assist in maintaining high standards of behaviour. Parents will have the opportunity to raise with the school any issues arising from the operation of the policy. Each pupil and their parent/guardian/carer will be expected to sign and support our Home School Agreement. Parents should note that costs will not be refunded if disciplinary reasons prevent a pupil from participating in a school trip or event.

**Pupils** are expected to take responsibility for their own behaviour to enable staff to teach and promote learning without interruption or harassment. They will be made fully aware of the school's policy, procedure and expectations. Pupils also have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported.



In the interests of supporting young people, referrals may be made to External Agencies with the aim of identifying the best resolution. The school will inform the Police when any offence of a criminal or anti-social nature has taken place. The school is obliged to give the Police any evidence of a criminal act.

### **Outside School**

The Headteacher has the statutory right to regulate pupils' behaviour off the school site and to discipline pupils for unacceptable behaviour witnessed by a member of staff or reported to the school. This includes when pupils are taking part in any school-organised or school-related activity, travelling to or from school or at any time when they are identifiable as a member of the school. Even if these conditions do not apply, the school may discipline pupils if their misbehaviour could have repercussions for the orderly running of the school, if it poses a threat to other pupils or members of the public or if it could adversely affect the reputation of the school. Such behaviour covers the misuse of digital media.

The nature and severity of the sanction imposed will be influenced by a number of factors which will include the severity of the misbehaviour and whether a failure to sanction appropriately would have a negative impact on discipline in the school community.

### **School Trips:**

A Code of Conduct for School Trips is at Annex A.

### **Contraband**

pupils must not possess illegal drugs, weapons or items that could be used as weapons for example, knives, BB Guns, sharpened implements such as screwdrivers or Stanley knives. The following items are banned from the school premises, offensive/illegal material, alcohol, "legal highs", cigarettes, tobacco, lighters, matches, electronic cigarettes, fireworks, laser pens, cans, aerosols, stolen items and any article that has been or is likely to be used to commit an offence, cause personal injury or damage property. Pupils must not smoke or consume alcohol on the school premises, on school trips\* or on the way to and from school. Chewing gum and high energy drinks are not allowed in school (\*see Annex A).

### **Screening and Searching**

The Headteacher, and staff authorised by him, may use such force as is reasonable when conducting a search for the following items without consent: knives or weapons, alcohol, illegal drugs, "legal highs", stolen items, tobacco and cigarette papers, electronic cigarettes, fireworks, pornographic images and articles that have been or could be used to commit an offence or cause harm.

### **Confiscation**

Staff have the right to confiscate inappropriate items. This may include when a pupil is in possession of:

- contraband listed above,
- an item which poses a threat to the good order of teaching and learning e.g. a mobile phone,
- an item which is against school uniform rules e.g. jewellery,
- an item which poses a health and safety threat e.g. neck chain worn during P.E.

When an item is confiscated a record of the incident will be made by the member of staff involved and a



copy may be kept on the pupil's file. Items of obvious value will be labelled and stored in the school's safe until they are returned to the pupil. In most cases confiscation is a sufficient sanction and return of the item at the end of the lesson or school day is adequate time to reinforce the school rule.

If the school chooses not to return an item at the end of the school day, then parents will be informed. In some cases a responsible family adult may be asked to retrieve the item. Other items which the pupil should not have had in their possession, particularly of an unlawful or hazardous nature, may be given by the school to an external agency for disposal or further action as necessary.

### **Mobile Phones**

Pupils may bring mobile phones to school but they must only be used at break or lunch times unless directed by a member of staff. Cameras and the camera function on mobile phones must never be used without specific permission from a member of staff. Inappropriate use of cameras/mobile phones will lead to confiscation and a serious sanction being imposed.

### **Use of Force**

In line with government regulations, staff may use reasonable force to prevent pupils committing an offence, injuring themselves or others or causing damage.

### **Malicious Accusations against School Staff**

The school takes accusations against members of staff very seriously but if these are found to be malicious then the pupil would face a severe sanction up to and including permanent exclusion.

### **Exclusions**

The school will observe the Statutory Guidance and Regulations on Exclusion. These can be obtained directly from the Department for Education or via the school.

### **Complaints Procedure**

Any complaints regarding the application of this behaviour policy should be made in writing to the Headteacher.



### Rewards and Sanctions Structure

<u>Reward</u>	<u>Description</u>	<u>Who</u>	<u>Value</u>	<u>Awarding</u>
House point	Magic moment in or out of a lesson.	Pupil and House	1 house point	Teacher/staff
Letter from the Headteacher	Positive attitude to learning in lessons (from data collection)	Pupil and house	10 house points	Headteacher
Progress/ Attainment in a subject certificate	Acknowledgement of pupils who have made outstanding progress / attainment in lessons	Pupil and house	10 house points	Teacher/staff
100% Attendance across a term	Acknowledgement of pupils who achieve 100% attendance across a term	Pupil and house	10 house points	Tutor
Postcard	Promoting Studley Values - resilient, adaptable, charitable, selfless, independent, mature, creative or aspirational	Pupil and house	10 house points	Teacher/staff
Charity	Each House adopts a charity. Donate to the charity of the winning house.	Charity		Pupils
House Competitions	Regular house competitions	Pupil and house	Depends on the competition	Staff
Termly Celebration Assemblies	Extended assembly to celebrate the success of pupils and the house	Pupil and house	Please see above as rewards feed into the assembly	Staff
Love to Shop voucher	The three pupils who achieve the most certificates are awarded a Love to Shop voucher.	Pupil	Love to Shop voucher	Staff



## Sanctions

All teachers use the following model to minimise low level disruption in lessons

Warning - Debit -10 Minute DT - 20 Minute DT - Referral

Sanction	Description	Reason
Department Detention	A department detention set to address e.g behaviour/homework etc	E.g behaviour/ homework/ attitude to learning
Referral	Persistent poor behaviour in a lesson. A pupil will be sent to work in another classroom.	Continual low level disruption/behavioural issues despite other sanctions being put in place.
Focus	On the occasion when a pupil's behaviour is extreme, then a member of the Leadership Team will attend a lesson.	Rudeness towards staff, physical aggression, carrying banned items, refusal to co-operate etc
After School Detention	For behavioural issues outside class, or departmental issues escalated by Curriculum Area Leads.	Lack of homework over a period of time, continual low level disruption, late to school, etc
Internal Exclusion	For serious or persistent breaches of school rules.	An incident of rudeness towards staff, physical aggression, carrying banned items, refusal to co-operate, theft, vandalism, smoking/ drinking alcohol or ongoing unacceptable pattern of behaviour despite previous intervention.
External Exclusion	For serious or persistent breaches of school rules.	An incident of rudeness towards staff, physical aggression, coursework plagiarism, carrying banned items, refusal to co-operate, theft, vandalism, smoking/ drinking alcohol or ongoing unacceptable pattern of behaviour despite previous intervention.
Permanent Exclusion	For persistent unacceptable behaviour or very serious "one-off" offences that can affect the discipline and well-being of the school community.	An incident of carrying an offensive weapon, serious actual or threatened violence, sexual abuse or assault, a drugs related incident or similar incident or repeated exclusions despite previous interventions.



## **ANNEX A: CODE OF CONDUCT FOR SCHOOL TRIPS**

School trips are valued by staff and pupils alike. They provide excellent opportunities for learning beyond the classroom and allow pupils and staff to have cultural experiences that will enhance their lives. We have a code of conduct for School Trips because we want all pupils to be safe and make the most of their experiences away from the school.

All school trips will be led by experienced teaching staff and organised with the full knowledge and support of the Headteacher and Governors. The appropriate number of experienced adults will accompany the trip and all activities will be risk assessed in line with Local Authority Guidance.

Normal school rules apply for the duration of the trip except as amended below. These will be interpreted sensibly in the light of the particular activity and local conditions. In particular the school's total ban on smoking and the misuse of drugs will be strongly applied at all times. Behaviour must always reflect the high standards expected at Studley High School, where everyone shows respect for individuals and concern for the welfare of others.

If participating in a school trip, pupils must:

- Treat everyone with respect and tolerance. Bullying and discrimination will not be tolerated in any form.
- Show respect to staff and respond appropriately to staff instructions.
- Behave appropriately at all times in a way that brings credit to themselves and the school.
- Ensure their appearance and standards of dress are appropriate to the activity and occasion. Specific guidelines on clothing and the standard of dress required for a particular trip will be issued by the organiser if necessary.
- Take reasonable precautions to ensure their own personal safety at all times.
- Pupils may only leave the school party unsupervised when they have been given permission to do so by a member of staff.
- They are expected to remain in groups as agreed by the party leader at all times.
- Be sensitive to the needs and feelings of others within the party and be supportive and encouraging to others where appropriate.
- Show consideration for other guests and observe the rules laid down by their host when staying in shared accommodation, including hotels, hostels and with host families.
- Be respectful, courteous and polite and observe the laws, rules and traditions of foreign countries at all times.

There are consequences and sanctions for pupils who fail to adhere to the Code of Conduct and the normal rules of acceptable behaviour. In line with the Behaviour Policy these aim to be fair and just and may take place either during the trip and/or back at school.

In certain instances of very poor behaviour, the party leader reserves the right to request that



parents/carers collect their child from the venue, or indeed to send them home (if parents/carers are unable to provide transport). The cost of this transport in all cases, no matter where the venue may be, will be met by the parents.

## **Anti-Bullying**

### **What is Bullying?**

The Office of Children and Young People's Services' Anti-Bullying Strategy defines bullying as a persistent, deliberate attempt to hurt or humiliate someone. There may sometimes be misunderstanding about the meaning of the term 'bullying': one-off incidents, whilst they may be very serious and must always be dealt with, may not fall within the definition of 'bullying'.

### **Types of bullying**

There are various types of bullying, but most have three things in common:

1. It is deliberately hurtful behaviour.
2. It is repeated over time.
3. There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

### **Bullying may take various forms, including:**

- Physical e.g. kicking, hitting, pushing, intimidating behaviour or interference with personal Property.
- Verbal/Psychological e.g. threats, taunts, exclusion, name-calling/verbal abuse or spreading of rumours.
- Racist Bullying e.g. physical, verbal, written, on-line or text abuse or ridicule based on differences of race, colour, ethnicity, nationality, culture or language.
- Faith-based Bullying e.g. negative stereotyping, name-calling or ridiculing based on Religion.
- Sexist Bullying e.g. use of sexist language or negative stereotyping based on gender (including transgender).
- Homophobic Bullying e.g. name-calling, innuendo or negative stereotyping based on sexual orientation or use of homophobic language.
- SEN / Disability Bullying e.g. name-calling, innuendo, negative stereotyping or excluding from activity based on disability or learning difficulties.
- Gifted/Talented Bullying e.g. name-calling, innuendo, ostracism or negative peer pressure based on high levels of ability or effort.
- Cyber Bullying e.g. abuse on-line or via text message, interfering with electronic files, setting up or promoting inappropriate websites and inappropriate sharing of images from webcams/mobile phones.



## Recording and Reporting

Staff and pupils should report bullying either to the Vertical/Form Tutor, Head of House or Deputy Head. When a pupil does report bullying, the possible paths to resolution will be explored with them before action is taken. Action will not be taken by staff without prior discussion with the victim.

## Procedures for Dealing with Bullying

- The victim, perpetrator and any other witnesses will be interviewed and the seriousness of the incident assessed.
- Parents will be informed.
- The Headteacher will determine whether to initiate the proceedings under the School's behaviour policy.

In serious cases the Head of House, in consultation with the Deputy Head, may decide to proceed immediately to a higher level in the process. In each individual case sanctions may be given as appropriate.

## Support

If considered necessary, the Headteacher will arrange support for the victim, which may include a meeting with his/her parents or a referral to Life Space. The pupil's Vertical/Form Tutor will monitor matters to try to ensure that the pupil does not suffer further abuse. It is vital that the pupil lets a member of staff know if the bullying continues. Support for the perpetrator may sometimes be required.

## How Pupils Know about the School's Anti-Bullying Policy and How to Report

Matters concerning bullying are addressed in:

- Vertical/Form Tutor sessions
- Parents' Evenings
- Assemblies
- PSHE lessons
- Across a broad range of other lessons (eg. RS, English, Drama, etc.)

## Monitoring

The school will monitor the extent of bullying in the school and the impact of its anti-bullying policy on a term-by-term basis through the Pastoral Leadership Team meetings and half-termly Staff meetings. Furthermore, we will garner the views of pupils through Tutor Groups and the School Council. In addition, the efficacy of the policy will be a focus of the pupil and parent/carer questionnaires on a three-year cycle.