



Your Gateway to Success
A personalised journey



Shevington High School

Behaviour Policy

DATE ADOPTED:	13 October 2015
DATE REVIEWED:	December 2017
COMMITTEE:	School Effectiveness
DATE FOR NEXT REVIEW:	December 2018

SHEVINGTON HIGH SCHOOL

Headteacher:

Shevington Lane, Shevington, Wigan, WN6 8AB

Tel: 01257 400990 Fax: 01257 400992

Website: www.shevingtonhigh.org.uk Email: enquiries@shevingtonhigh.org.uk

Shevington High School's Vision

Together we have the highest expectations for all our students, inspiring and enabling them to become amazing and successful individuals. The Shevington Way is one of:



Shevington Standards

At Shevington High School in order to meet the school vision, Students and Adults are expected at all times to work hard to meet our *5 Shevington Standards* which we have set in order to promote respect and dignity for all. Our attitudes, systems and rules are drawn from and support these standards. They are:-

1. We will show respect for each other at all times
2. We will show respect for School property and another person's property at all times
3. We will show respect for ourselves and others by ensuring that our actions do not put at risk the health and safety of ourselves or others
4. We will show respect for ourselves and others by ensuring a high standard of personal appearance and organisation.
5. We will show respect for ourselves and others by supporting a positive climate for learning

Introduction

This policy will:

- Make clear our expectations and rules for positive conduct.
- Sets the framework for rewarding positive and responsible behaviour.
- Make explicit the procedures to be followed and sanctions for behaviour falling below our expectations.

As a school community it is essential that we recognise that this policy must apply to the behaviour of all its members. Only by example can we teach and demand good standards of behaviour from our students. For any policy to be effective it has to be accepted and understood by all those involved in the school. All members of the school community, i.e. teachers, support staff, parents/carers, students and governors have an important role to play in the implementation of this policy. It sets standards for a variety of situations and needs to be worked on constantly by us all until it is part of our normal practice.

Shevington High School Code of Conduct

This is our student code of conduct:

- In school
- In lessons
- In the local and wider community

Our students will be taught to:

- Wear their uniform with pride
- Be prepared for learning
- Communicate politely and effectively with each other, staff, members of our local community and visitors to school
- Avoid risky behaviour
- Become positive citizens
- Support others in the community
- Play an effective role in teams
- Recognise that all members of the school community are equal and should be treated with respect

Routines and Expectations

1. Arriving at Shevington High School all students are expected to:

- Be in full uniform with their school bag..
- Not leave the premises to visit the shop once on the school site.
- Form Tutors will welcome students into form rooms and complete registers by 8.50am.
- Students should not have energy drinks, drinks containing caffeine or chewing gum.
- Mobile phones and electronic devices should be kept in a bag.
- Food and drink should be kept in the student's bag.

2. Moving to and from assemblies all students are expected to:

- Line up on the main playground at 8.50am.
- Wait in alphabetical order whilst the Form Tutor checks uniform and takes the register.
- Form Tutors will escort students into the relevant assembly area.
- Students must sit in silence unless invited to speak.

- Students must celebrate the success of others by applauding politely as appropriate.
- When collecting an award, students should shake hands, smile and say thank you.
- At the end of assembly, tutor groups will be dismissed one row at a time.
- Students will leave silently to their next lesson.

3. At the start of lessons all students are expected to:

- Arrive promptly to lesson.
- The teacher must greet students at the door.
- All students must move immediately and put their equipment and planners on the desk.
- All students must start the classroom activity, whilst the teacher takes the register.

4. During a lesson all students are expected to:

- Be an active listener and not talk over others.
- Celebrate the success of others.
- See mistakes as part of the learning experience.
- Put hands up if they wish to interrupt the speaker.
- Follow the instructions of the teacher.
- Not leave the room without permission.
- In the rare circumstances that a student is allowed out of a lesson for any reason, a lesson pass must be secured from the classroom teacher.
- If a student needs to visit the toilet during lesson the teacher must sign the student's planner/Green slip.

5. At the end of lessons all students are expected to:

- Pack away when told to do so quietly and sensibly.
- When told to leave, make sure chairs are under desks and leave in an orderly way.

6. Walking around school all students are expected to:

- Move to lessons on the sound of the first bell.
- Hold the doors open for others.
- Walk on the left hand side of the corridors and stairways.
- Keep quiet on corridors and never shout or run.
- Coats must not be worn in the building.

7. During Break and Lunchtime all students are expected to:

- Use their break time effectively:
 - ✓ Fill their water bottle in the canteen
 - ✓ Use the toilets in the main block
 - ✓ Meet with staff to address any concerns/hand in work
 - ✓ Complete any work or revision required
- Line up quietly in the dining room area to be served food.
- Say thank you to catering staff.
- Clear tables, wipe up spills and maintain an orderly dining room environment.
- At lunch and break times all students must remain in the designated areas.
- Food and drink are only to be consumed in the Dining Room, Year 11 Common Room and designated outside areas. No eating or drinking should take place in the corridors. Items will be confiscated if students do not put them in their bags.
- Bringing into the school and selling of items, including food and drink, is strictly forbidden.
- Litter must not be dropped anywhere in, or outside, the school building, and everyone should take care to keep the school looking clean and pleasant. Plenty of litter bins are provided for use.

- Only play games in the allocated areas this does not include the back field or main car park
- Wear full uniform in the school buildings
- Move on the sound of the first bell.

8. At the end of the school day all students are expected to:

- Make sure they have everything needed for their homework.
- Walk quietly and considerately to enrichment or the school exits.
- If taking the bus behave calmly and sensibly at the bus stop behind the safety barrier. Bus passes should be carried at all times.
- Follow the bus company's health and safety policy. The school will support any action taken by the bus companies against any student, who is deemed to be a danger or nuisance to others and puts at risk the safety of others. In the rare event of a student not being allowed onto a bus, the school will attempt to contact the parent or carer.
- Remember they are representing Shevington High School and should be a model citizen

Shevington High School Standards

At Shevington High School I must:

- Listen to members of staff and follow instructions politely and calmly.
- Be polite and treat others as I would wish to be treated.
- Go straight to lessons, holding doors open for others.
- Walk in pairs or single file in corridors and stairs, keeping left not running or shouting.
- Respect other people's privacy and family life so they are not offended by what I say or do.
- Never insult, undermine or swear at a member of staff, visitor or student.
- Never fight, play fight or engage in any other form of physical abuse of anyone at anytime.
- Never touch other people's property, and treat their belongings with respect
- Never graffiti and always respect our environment.
- Ensure I never drop litter or bring chewing gum, sweets or energy drinks to school.
- Dress smartly, in correct uniform at all times, including to and from the school.
- Have respect for the school neighbours and be helpful and considerate on your way to and from school.
- Be aware of others around me on the street, in the local shops, on the bus and at the bus stop. Never shout or behave in a way that will affect others.
- Speak quietly and politely to friends.

In lessons to help me achieve, I must:

- Make learning a priority.
- Be on time for school and lessons.
- Bring my planner.
- Enter the classroom silently and settle down straight away.
- Listen in silence when requested and never talk over anyone.
- Be an active learner and engage with all the activities.
- Respect other people's responses.
- Respond politely.
- Always record homework in my planner and complete homework on time.
- Drink water when necessary but never chew in class.

Sanctions

The behaviour for learning system is only effective if systems are applied consistently with every student.

Consequences	Sanction
C1	Verbal warning
C2	Verbal warning by removal of points
C3	Catch up faculty detention
C4	Removal to SML and detention -Tuesday night
C5	Heads of Year late detention-Thursday night
C6	SLT detention-Friday night
C7	Internal exclusion
C8	Fixed term exclusion
C9	Respite
C10	Permanent exclusion

Type 1 behaviour- Low Level disruption and failure to follow the Shevington Standards

Consequence	Type of behaviour
C1 Verbal Warning	For a first misdemeanour issue a verbal warning identifying the unwanted behaviour. Some staff record the student's name on the board.
C2 Removal of 1 reward points	For a second offence, issue a second verbal warning identifying the unwanted behaviour. Some staff will record a tick next to a student's name on the board. Consider using a reflection desk (moving the students seat) and speaking to them one to one. Aim to rebuild relationships and refocus learning. The classroom teacher is expected to record the incident on SIMS/lose 1 point.
C3 15-20 minute detention	For a third offence, students will receive a 15-20 minute detention using the faculty detention system. The aim is to make up for lost learning and reset the scene for the next lesson to be positive. <ul style="list-style-type: none"> Classroom teacher to give the student work to complete in the lesson Classroom teacher is to record the incident on SIMS (with a C3 detention) SML to initiate reconciliation and lead a meeting with the member of staff and the student. <p><i>Each Faculty / Department must produce a detention timetable.</i></p>

Type 2 Behaviour-Defiance or rudeness to an adult or swearing at another student persistent disruption.

Consequence	Type of behaviour
C4 Removal from lesson 60 minute detention Tuesday evening	Removal to SML Example; Failure to attend a 15-20 minute detention. Challenging the issue of a verbal warning, talking back, being openly defiant, refusing to move when asked to change seat or swearing at another student, truanting a lesson. If a student cannot be dealt with by SML patrol can be called and the student will be removed and placed with SLT. <ul style="list-style-type: none"> SML to record the incident on SIMS (with a C4 detention Tuesday) SML to initiate reconciliation and lead a meeting with the member of staff and the student. SML may call for a Pastoral Manager to support a serious incident but a yellow form must be completed.

Type 3 behaviour-Poor behaviour around the School

Consequence	Type of behaviour
C2 Removal of reward points	Minor Infractions Example; <ul style="list-style-type: none"> • dropping litter • shouting in the corridor • late to a lesson • uniform not being worn correctly • no planner or equipment • playing football in the main yard 1 point deducted-staff to enter onto SIMS
C5 60 minute Detention Head of Year	More serious infractions Example; <ul style="list-style-type: none"> • Wandering in the corridors • 3 late to registration • Repeated minor infractions • Selling sweets and drinks Head of Year and Pastoral Managers will enter C5 onto SIMS

Type 4 behaviour-Serious incidents

Consequence	Type of behaviour
C6 SLT Detention	Example; <ul style="list-style-type: none"> • Repeated defiance • Smoking • Leaving the school premises • Failure to attend a Tuesday or Thursday nights detention Head of Year and Pastoral Tutors will enter C5 onto SIMS
C7 Internal exclusion/ Parents meeting before	Examples; <ul style="list-style-type: none"> • Swearing at a member of staff • Fighting • Verbal or physical abuse • Damaging the school deliberately • Being removed from a lesson more than 3 times • Illegal activities • Malicious accusations against school staff. DFA will enter C7 onto SIMS
C8 Fixed Exclusion/Parents meeting on return	Examples: <ul style="list-style-type: none"> • Repeat behaviour of C7

SERIOUS INCIDENTS YELLOW FORMS

For example swearing, undermining a member of staff, fighting, physical abuse, damaging property, illegal activities, any type of bullying.

- If it is safe to do so a member of staff witnessing the incident should intervene.
- Serious incident forms are available in the
- Where an immediate response is needed a member of Senior Leadership Team or patrol should be called, sending a reliable student to reception to do so if necessary. The matter will be investigated by SLT, Head of Year or Pastoral Managers. Sanctions will be decided once the Assistant Headteacher's investigation is complete. Parents are to be informed and a parental meeting usually follows all serious incidents.
- All yellow forms to be handed to HOY, STL or SYL within 24 hours of incident.

Mobile Phones and Other Electronic Gadgets

We understand that students may wish to use their mobile phones on their way to and from school but these must be switched off and in bags by the time they reach school.

- Mobile phones/earphones/electronic gadgets are not to be seen or used on school premises.
- The first 2 times a phone is confiscated the item will be retained at reception for a student to collect.
- The third time a phone is confiscated the item will need to be collected by a parent.
- The next time a mobile phone is confiscated it will be held until a meeting between parent/carer, student and Head of Year or Pastoral Manager can be arranged.
- No Smart watches in school

Detentions

Detentions should be entered onto the SIMS log of a student. Notification is sent to parents alerting them to the detention which will take place Tuesday, Thursday or Friday night. Detailed records are kept by the pastoral team and a weekly summary will be sent to SLT each week. All students are expected to attend irrespective of their transport arrangements or home circumstances.

Failure to attend a 20 minute detention will result in a 60 minute detention being served.

Failure to attend a 60 minute detention will result in SLT detention being served.

Failure to meet a SLT detention will result in an internal exclusion being served.

Please note under DFE guidelines Parental Consent is not required for a Detention.

Any Detentions given at lunchtimes staff will give students sufficient time to eat and use the toilet.

Smoking (on or off the premises)

Any student caught smoking on the site, is liable to be referred to the school nurse and an automatic 60 minute detention. This includes smoking outside the school grounds, or on the way from or to school. A C3 school detention may be issued to any student fraternising with a group of smokers, even though the student himself or herself may not be smoking.

Vandalism to School Property

The wilful destruction to school property will not be tolerated and sanctions will be imposed depending on the seriousness of the incident based upon the judgement of the school.

Truancy & Lateness

Incident	Sanction
2 Lates	C5 60 minute detention Thursday night
Internal Truancy from a lesson	C4 60 minute Tuesday night
Internal Truancy with disruption to others	C7 Internal Exclusion
External Truancy	C7 Internal Exclusion
Truancy and in the woods	C8 Fixed exclusion

Uniform Expectations

All students are expected to be in **FULL** Shevington High School uniform whilst on the School site. This includes ties worn properly, blazers worn, and shirts tucked, top buttons fastened and shoes on.

- Students must have a bag with them each day.
- Students are expected to wear plain black school shoes not trainers, pumps, boots, sandals, or canvas style shoes. Shoes should not resemble trainers with a logo and should have a suitable heel. Any student wearing inappropriate footwear will work separately.
- If a student is unable to wear full uniform for a genuine reason, they must bring a note from home. When this happens, students will be loaned the missing uniform by Pastoral Tutors. Loaned uniform will be signed out and must be returned the next day. If the school does not have uniform to loan a student, Pastoral Tutors will email staff.
- Jewellery is not permitted and failure to remove jewellery may lead to C5 detention for being in defiance of school rules.
- Make-up is not permitted. Any child wearing nail varnish or acrylic nails will be asked to remove it before going to lessons.
- Any student arriving at school with hair that has been dyed an unnatural extreme colour or dip dyed will work separately. Students are not allowed unprofessional hairstyles this includes markings cut into hair or very short hair (number 1). Any student arriving at school with an inappropriate hair style will work separately. Hair below the shoulder must be tied back.
- Outdoor coats must be taken off inside the school building.
- Students are expected to bring to school each day a suitable sturdy bag large enough to fit an A4 folder and PE kit.
- Uniform is checked thoroughly at the start of every day. Minor uniform infringements

Equipment

Rationale: The lack of equipment in lessons hinders independent learning.

Minimum equipment means:

- At least one black pen, a pencil, a ruler, a calculator and learning planner.
- All form tutors to do a morning check on basic equipment and planner.
- Minor equipment infringements carry a removal of reward points

Rewards

The Reward System

Shevington High School operates an achievement points system with students receiving points for good work, attendance, effort and citizenship. All other achievement points will be recorded on Reward Slips and added to SIMS.

Through student voice, students discuss the types of prizes they would like. Achievement points can be converted into prizes.

Pupils can spend their green slip at the shop for items including

- Confectionary
- Pens
- Pencils
- Rubbers
- Footballs
- Rugby balls
- Cash vouchers
- Discounted reward trips

Teachers will be able to do the following:

- Look at achievement / behaviour points for tutor group / teaching group.
- Look at the number and nature of behaviour points for a particular student.
- Check whether a student's behaviour seems to be improving / deteriorating during a period of time.

Rewards	Method
R1	Attends lesson 1 achievement point
R2	Verbal Praise by a member of staff
R3	Verbal praise, 2 extra achievement point slip
R4	Post card home-handed to a student
R5	Attendance Tutor
R6	Head of Year reward
R7	SLT, SML, Head of Year reward

Type 1 behaviour- Low Level disruption and failure to follow the Shevington Standards

R's	Type of positive behaviour	Method	Monitored
R1	A student attends lesson.	1 point automatically recorded on SIMS	B Rice, Head of Year & Form Tutors
R2	Effort, positive behaviour or good citizen in lesson	2 points recorded on SIMS by the member of staff. Achievement slips are given to the student.	Head of Year, SML, Form Tutor & SLT
R3	Improved effort or progress made over time	Postcard home	SML
R4	100% attendance during a term	Certificate and gift voucher presented in assembly.	Attendance Tutor

R5	Improved effort, positive behaviour over time or good citizen.	Achievement slip draw in every assembly for a £2.00 canteen voucher, water bottles & bags. Form breakfast Student of the week mug End of term trips Cafe Lunch	Head of Year, Form Tutors, SLT, Pastoral Tutors, SML
R6	Achievement over time	Awards celebrations Gift vouchers & Prizes	SLT & Head of Year, SML

Achievement

We intend to place a high value on ACHIEVEMENT by regularly rewarding students for gaining a certain number of ACHIEVEMENT slips / points. We want to give positive behaviour a higher profile. Pupils who achieve the required number of points per term will be invited on the rewards trips. Pupils may exchange green cards for gifts in the reward shop at break times. The top 15 students in each year group will be invited to the golden ticket lunch at the end of each term.

<u>Achievement Green Slip</u>	
Name: _____	Form: _____
Citizenship	<input type="checkbox"/>
Outstanding Effort	<input type="checkbox"/>
Outstanding Work	<input type="checkbox"/>
Teacher: _____	Subject: _____

THE REPORT CARD SYSTEM-Five stage plan

In common with most schools, we use a daily report to monitor students' behaviour/work etc. Students causing particular concern can be placed on a report. A single colour coded design for the daily report has been agreed in order to develop consistency and to give a clear message to students. Students will be issued a card for six weeks and it will be reviewed.

Stages	Criteria	Responsible	Target Setting	Review	Weeks
White	Poor attitude to learning in more than two subjects.	Pastoral	Standard letter home to inform parents	HOY	6
Green	No improvement on white card, disrupting the learning of others, repeated defiance.	Form Tutor	Meeting with student, parents, Form Tutor, Pastoral Managers and HOY.	HOY & SLT	6
Amber	No improvement on green card, truanting,	HOY	Meeting with student, parent,	SLT & Headteacher	6

	refusal to complete sanctions, respite.		HOY, Pastoral Managers and SLT		
Red	No Improvement on amber card, violent or aggressive behaviour towards others, supported transfer.	SLT	Meeting with student, parent, SLT	Headteacher	12/16

Space on the report card is given for staff and parents to comment.

Pastoral Support Plans (PSP)

A student will be placed on a PSP if they are deemed to be at risk of permanent exclusion from Shevington High School. This decision will be taken by SLT. Before a PSP is initiated, normally the following monitoring strategies will have been adopted with the student prior to their becoming eligible for a PSP:

- Monitoring report green/orange
- Internal exclusion and fixed term exclusion
- Support meeting with parents and pastoral team
- Formal meeting with parent after a exclusion

At this point a PSP will be actioned. A fortnightly review with a parent and a member of SLT will be arranged to set new targets. If a student is unable to meet the PSP targets successfully after a sustained support, a formal review will take place between the parent and student. The school must consider the student's circumstances and have exhausted all possible options for failure of a PSP will lead to permanent exclusion. This remains the Headteacher's decision alone.

Supported Transfer

A student can be transferred to another school as part of a Supported Transfer where this occurs with consent of schools, parents and student. Supported Transfers are used an additional strategy prior to permanent exclusion. A fixed period placement with regular reviews is agreed with the receiving school.

Use of Force Guidance

DFE guidelines state the following: "All school staff members have a legal power to use reasonable force to prevent students committing a criminal offence, injuring themselves or others or damaging property and to maintain good order and discipline."

Teachers would be expected to use reasonable force in the afore-mentioned circumstances. The school does not require parental consent to use reasonable force.

Confiscation of and Search for Inappropriate Items

Under Section 90 of the Education and Inspections Act 2006 and Part 2 of the Education Act 2011, the school has the right to confiscate, retain or dispose of a student's property and protects the school from liability of damage. The school reserves the right to search without consent for prohibited items. These include: - cigarettes, electronic cigarettes, alcohol, illegal drugs, stolen items, Weapons or pornographic images, including those on mobile phones or any other item, which the school deems could be considered harmful to a student. Sanctions will be imposed if an inappropriate item is found. Weapons, knives, extreme or child pornography must be handed over to the Police. Otherwise it is for the Headteacher to decide on the return of the confiscated item. Refusal to comply with a school search will result in a sanction. All searches should be done in the presence of another member of staff of the same sex. Where possible, both members of staff should be of the same sex as the student being searched, but this is not binding.

Patrol

Patrol supports many aspects of school life and policy; it allows for

- Effective teaching and learning.
- Mentoring and support for colleagues and students.

Patrol should be called when a student needs removing to the Subject Leader or has walked out of lesson.

The Shevington Referral Process

Referral 1-Subject Leader

If a more serious incident occurs in and around the classroom that needs to be referred on, the Subject Leader will need to know. Subject teachers must complete a removal card and provide appropriate work with the Pastoral Tutor. If serious incidents become more frequent, the student(s) should be referred to the Head of Subject.

Referral 2- Head of Year

Referral to the Head of Year will be as a result of persistent/repeated misbehaviour by the student(s), deemed to require specialist behaviour for learning input. The Head of Year will judge whether to closely monitor the student(s) within the specific subject area and may require regular contact/feedback. The Head of Year may discuss the appropriate action with the Assistant Headteacher.

Referral 3- Director of Inclusion – Mr J Wright

The Head of Year may need to refer students to the Director of Inclusion. Pastoral team support, external agency support and special educational provision may be necessary.

Having made a referral, staff will be supported. However, the person to whom the referral has been made will be responsible for deciding the most appropriate course(s) of action. If there is no improvement in a student's behaviour following a referral, the person to whom the referral has been made must be informed that sanctions have not worked.