

# Behaviour Policy

## Covid Addendum

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| <b>Date of Policy</b>         | September 2020                                      |
| <b>Date of Next Review</b>    | September 2021                                      |
| <b>Staff Responsible</b>      | Deputy Headteachers                                 |
| <b>Reference</b>              | Staff shared area/staff development/school policies |
| <b>School/Governor Policy</b> | Governor  |

## **Rationale**

At Severn Vale School, we have the highest expectations of our students in every way. This includes their conduct and behaviour in lessons, around school and towards other people.

We believe behaviour is a choice. Students either choose to behave appropriately or not.

Those who make positive choices are praised and rewarded. We believe that positive reinforcement from school and from home are hugely important motivators. Along with verbal praise and positive feedback from staff, students are rewarded for positive behaviour in a variety of ways dependent on year group.

Those who do not behave appropriately choose consequences for their actions which will have disrupted their own and the learning of others, disrespected others or have not met our expectations in other ways.

This policy sets out these expectations alongside our framework for a clear and consistent process to deal with student behaviour and conduct in accordance with government advice (<https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>). In addition, students choosing not to meet our expectations will be supported via placement on the Graduated Pathway as appropriate.

## **Aims**

This policy aims to:

- Provide a framework for the smooth running of the school
- Ensure there is a calm, purposeful environment to enable high quality teaching and learning to be the priority for all
- Encourage our students to become well rounded, courteous and sociable young adults through consistently applying clear boundaries, high expectations and role modelling social norms and values
- Provide a consistent and clear guide for staff when dealing with incidents of poor behaviour

## **Application**

This policy applies to all members of the Severn Vale School community – teachers, students and parents. Reasonable adjustments, however, will be made for SEND students as appropriate and in consultation with the SENDCo.

# Expectations and processes

## Part 1: Classroom Behaviour

### Classroom Expectations

At Severn Vale School we believe that no student has the right to disrupt the learning of others. Teachers have the right to a disruption free classroom in which they can teach and students can learn.

On a lesson by lesson basis, students will have one simple choice, to be in class working hard and progressing with their learning or to be isolated from their peers for a period of one working day so that the learning of others is not disrupted.

There are three simple rules for every classroom:

Rule 1 – YOU MUST work to the best of your ability

Rule 2 – YOU MUST ensure your behaviour does not disrupt the learning of others

Rule 3 – YOU MUST follow staff instructions without question

### Classroom Referral Procedures (C3R)

#### C1 – Verbal warning

If a student fails to meet any of the simple expectations outlined above, their name will be written on the whiteboard by way of a formal warning and the member of staff leading the lesson will briefly explain to the student why their name has been written on the board.

#### C2 – Second and final verbal warning

The second time the student chooses to ignore the rules of the classroom they will be given a clear warning as to the consequences of any further poor choices. A note that the students has received a C2 will be made by their name on the whiteboard.

#### C3 – Referral (C3R)

The third time during a lesson that a student fails to meet these expectations they will be sent to the referral classroom for a period of one working day.

If a student refuses to leave the classroom having been issued a C3, the member of staff should send a student to reception to request assistance from one of the following members of staff in order of availability:

- Relevant Head of Year
- Assistant Headteacher of the relevant Key Stage
- The member of SLT on climate walk / “on call”
- An Assistant Headteacher
- A Deputy Headteacher
- The Headteacher

If the student refuses to comply with that member of staff, no other member of staff will be called and a one day fixed term exclusion will be issued. The student will complete a day in the referral classroom upon return to school.

## **Health and Safety Referrals**

### Science and ADT

For a serious breach of health and safety regulations in Science, ADT or another subject area, a C3R can be issued immediately. Other sanctions may also be issued.

## **Referral Classroom Procedures and Expectations**

The referral classroom is a place of silent learning and reflection. Students will be given appropriate work to complete and will be expected to adhere to the same rules which apply in all classrooms at Severn Vale School as outlined above.

If a student is sent to the referral room:

### **The BAL will:**

Contact parents to inform them that their child has been sent to the referral classroom and that they will remain in the referral classroom until 3.30pm.

### **The student will:**

1. Read through the referral classroom expectations concerning conduct and breaks
2. Complete the work they have been given to do ensuring they ask for further work once completed
3. Follow the rules of the referral classroom (as per all classrooms) and accept that they will be issued consequences (R1-3) if they do not
4. Be given the opportunity to engage in a restorative conversation with the teacher who sent them at the end of the school day
5. Remain in the referral room for a period of one school day. For example, if a student is sent out of period 3, they will remain in the referral classroom until the end of period 3 the next school day

### **The member of staff on duty in the referral classroom will:**

1. Ensure each student has sufficient work to complete
2. Remind students who have been sent to the referral classroom of the expectations and the consequences for breaking the rules of the referral classroom
3. Record any consequences on the Referral Classroom Consequence Chart

### **Failure to comply**

Students who fail to comply with the rules and expectations of the referral classroom will be issued with a consequence as follows:

### **R1 – Verbal warning**

If a student fails to meet any of the simple expectations outlined above or follow the Severn Vale School Classroom rules (see above), their name will be written in the Referral Classroom Consequence Chart by the member of staff on duty who will explain clearly to the student why they have been issued an R1

### **R2 – Second and final verbal warning**

The second time the student chooses to ignore the rules of the referral classroom they will be issued with a second and final verbal warning and this will be recorded on the Referral Classroom Consequence Chart. If a student reaches an R2, a “second voice” will be added to the process.

### **R3 – Fixed Term Exclusion**

If a student fails to meet any of the simple expectations outlined above or follow the Severn Vale School Classroom rules for a third time, they will have chosen to ignore five previous warnings to modify their behaviour from a variety of members of staff. This constitutes gross defiance and the student will be excluded from school for a period of one school day and the student will complete a day in the referral classroom upon return to school.

Students who are sent to the referral room three times in two weeks will be excluded from school for a period of one school day.

## **Part 2: Behaviour outside the classroom**

### **Expectations**

We expect:

- Civilised behaviour from all Severn Vale Students around school site and in the wider community
- Students to be polite and courteous at all times to all people
- Students to respond to staff instructions first time, without question
- Students to follow the “Golden Rule” at all times
- **Students to respect and comply with Government and school Covid 19 guidelines pertaining to the safety and well-being of all members of the school community**

### **Application**

Our behaviour policy covers behaviour not only within school but outside of school, as directed in the DFE guidance: Behaviour and Discipline in Schools (2016). We will sanction

students, up to and including Permanent Exclusion, for any behaviour which contravenes our policies when a student is:

- Taking part in any school-organised or school-related activity, or travelling to or from school and wearing our school uniform, or in some other way identifiable as a Severn Vale School Student.

Or for behaviour which at any time:

- Could have repercussions for the orderly running of the school, or
- Poses a threat to another student or member of the public, or could adversely affect the reputation of the school.
- **Threatens the safety or well-being of any member of the school community with regards to Covid 19**

Students are expected to demonstrate a high standard of conduct on the journey to and from school as each person is expected to be a **positive walking advert** for our school.

### **Failure to comply**

If a student fails to meet the behaviour expectations outside the classroom, they will be spoken to by the member of staff dealing with the incident. This member of staff will then pass on details of any incident they consider to be a more serious or persistent breach of expectations to the relevant HOY. The HOY will decide a sanction / appropriate course of action. This could include a period of time in break / lunchtime detention or, for more serious issues, can result in time in the Referral Classroom or FTE.

**During Covid 19, behaviour that wilfully undermines the safety measures that the school has put in place or risks the safety of students or staff will not be tolerated. If incidents occur then they will be treated as high level behavioural incidents and sanctioned accordingly.**

Examples might include:

- Deliberately ignoring the social distancing measures put in place by the school
- Spitting at another student/member of staff
- Deliberately coughing at a student/member of staff
- Behaviour or language that is intended to cause alarm or distress to students/staff about the current situation

During Covid 19 there will be no breaktime detentions due to time constraints. Lunchtime detentions will be held and supervised in the Year Group Zone in a classroom / designated area nominated by the HOY. Students will sit in silence from 1.45pm until the movement bell at 2.00pm.

Students failing to attend will be choosing a day in the referral classroom.

## **Part 3: Homework**

### **Expectations**

All students are expected to complete their homework.

### **Application**

All students must learn to take responsibility for their learning outside the lesson. Successful completion of homework requires:

- Understanding it when set
- Completing the piece of work set
- Handing it in on time

Part of this responsibility is for students to learn to manage their time, ask questions in advance of due dates, communicate effectively and proactively with their teachers and ensure they are organised in their learning.

### **Failure to comply**

Where homework has not been completed the student will sit a one hour detention on a Friday after school 3.15pm – 4.15pm.

- If a student fails to attend the scheduled Friday detention, they will be placed in the referral classroom on the following Monday for a full day.
- Pupils who repeatedly fail to complete homework will be encouraged to take advantage of the support available.

During Covid 19, Homework C3 will take place in Year Group Zones, led by the relevant HOY for one hour as follows:

Year 7: 2.50pm – 3.50pm

Year 8: 2.55pm – 3.55pm

Year 9: 3.00pm – 4.00pm

Year 10: 3.05pm – 4.05pm

Year 11: 3.10pm – 4.10pm

## **Part 4: Punctuality and attendance to school and lessons**

### **Expectations**

We expect all students to be in school on time, be punctual to all lessons and have high standards regarding their attendance to school.

- We expect students to be in school and in line up by 8.50am. After this time they are deemed late to school.

- We expect students to attend, and be on time to, all lessons
- We expect all students to remain on school site for the duration of the school day. Where students need to leave the school site (e.g. medical appointment) parents should notify the school in advance and pupils will be given permission to leave school via reception at the appropriate time.

## **Application**

Students who arrive late to Line Up will be held at the back by attendance staff. The students are spoken to about their lateness by these staff and who subsequently mark them late.

Students who arrive late to school during Prep are spoken to about their lateness by their tutor and marked late in the register.

HOY and the attendance lead will monitor patterns of lateness as part of their wider attendance monitoring.

HOY will make phone calls home to the parents/carers of students who are persistently absent and establish reasons for these patterns of behaviour. Plans will be put in place support pupils in attending school punctually.

Where students are persistently late to lessons, teachers will communicate this to the HOY who will then place them on punctuality report.

Where a student is absence from lesson having been marked present earlier in the day, staff should send a StudentAlert email. This will alert the pastoral team to potential safeguarding and/or truancy issues

## **Failure to comply**

### **a) Punctuality to School**

Where patterns of lateness become a cause for concern, the HOY will place the student in the lunchtime holding room for one day, 3 days, one week (dependent on frequency/nature of offense)

### **b) Punctuality to lessons**

Where students are persistently late to lessons, they will be placed on punctuality report by the HOY.

### **c) Truancy**

Where students are truant from lesson or school they will be sanctioned with time in the Referral Classroom or FTE.

## **Part 5: Mobile Communication Devices (Phones / Tablets etc)**

### **Expectation**

We recognise that mobile devices may be needed for the journey to and from school each day. Having arrived on the school premises however, all phones and devices will need to be switched off and kept out of sight in the student's school bag (not in a pocket), together with any headphones.

### **Failure to comply**

- If a phone/tablet is seen during lesson time or around the school between the hours of 8.45 and 3.20, it will be confiscated and the student can collect it at the end of the school day from the main school reception. **During Covid 19, times for collection will vary depending on time of exit from school.**
- On the second occasion parents/carers will be asked to collect it from school at the end of the school day.
- The same applies to headphones. Headphones are not to be worn around the neck. They must be placed in bags during the school day.
- If a student refuses to hand their phone over, they will be sent to referral for a period of one working day.
- If a second confiscation offence occurs then the student will have to hand their phone in to reception every day.

There may be occasions when a member staff requires students to use a mobile phone as part of a learning activity etc. Students will then be expected to switch their phone back off and put it away in their bag once again.

## **Part 6: Smoking**

### **Expectation**

No student will smoke on the Severn Vale School grounds or when dressed in the uniform of our school.

### **Failure to comply**

If a student smokes or chooses to associate with smokers the consequences will be as outlined below:

- Smoking/associating with smokers/ being found in the possession of smoking paraphernalia will lead to a day in the referral room for a period of one day.
- Refusal to hand over smoking paraphernalia when asked will lead to a fixed term exclusion
- All tobacco and related paraphernalia will be destroyed [Note: 'Smoking' is defined to include any tobacco based products and also e-cigarettes and vaping products]

## **Part 7: Uniform**

For all students the uniform is:

- A school blazer and school tie.
- Plain white work-style shirt– long or short-sleeved.
- Either tailored black trousers, or the school skirt (only the skirt approved by the school and provided by our uniform supplier). Trousers should be plain black and tailored. No “fashion” extremes will be tolerated (tight, stretchy, low rise, chinos, jeans, drainpipe, Miss Sixty, linen, leggings or cropped).
- Plain black shoes. No canvas shoes, trainers or trainer style shoes. Please note the school’s decision on what constitutes a shoe is final. If in doubt, please check with the school before purchasing any new shoes.
- A v-necked jumper can be purchased from our uniform suppliers. This is optional and can be worn under the blazer, but not instead of a blazer.
- Plain black socks. Tights should be plain black and not patterned.
- During cold/wet weather, students are encouraged to wear an outside, waterproof coat for the journey to and from school and during break time and lunchtime. Please note that denim / leather jackets and hoodies are NOT permitted

Failure to adhere to the uniform policy will result in a student being placed in Referral until the issue has been rectified. Special dispensation for uniform for medical reasons will only be granted on the receipt of a medical note written by a professional on headed paper.

### **Jewellery**

The only jewellery which is acceptable is a wrist watch and one pair of small plain gold or silver stud earrings worn in the earlobes. Any other form of jewellery is not allowed. Severn Vale School does not allow facial piercings of any kind, including transparent piercing retainers. Students will be asked to remove any other piercings if they are visible. Failure to do so will result in the student spending the day in the Referral room.

### **Hair**

No extreme hairstyle or dyed hair of an unnatural colour is allowed. The school’s decision on what is extreme is final. This includes tramlines, Mohican or skinhead-type styles. Students arriving in school with an unacceptable hairstyle will be sent to Referral. Male and female students with long hair must tie it back for PE, Technology and Science lessons.

### **Make-Up**

Make-up that is deemed excessive is not allowed at school. This includes: coloured lipstick, mascara, eye shadow, brow liner and false eyelashes. Students arriving in school wearing excessive makeup will be asked to remove it. Failure to do so will result in the student being sent to Referral.

## **Nails**

Nail varnish, including false nails are not permitted. Students arriving in school wearing them will be asked to remove them. Failure to do so will result in the student being sent to Referral.

## **Bike Helmets**

Bike helmets are compulsory for students travelling to and from school by bicycle. They will be checked upon entry to and exit from school.

Where a pupil rides to school without a helmet, they will be spoken to by a member of staff and the HOY informed so that they can communicate home. Repeatedly arriving to school without a helmet will result in a cycling ban.

At no time will a pupil be allowed to ride a bike without a helmet in the sight of a member of staff without being challenged. Should any request be ignored, students will be consequenced for defiance (likely to be a day of referral)

## **Part 8: Additional Notes:**

### **“Red Lines”**

There are some “red lines” that we will not tolerate any students crossing. If they do, it is highly likely that they will be permanently excluded from our school. An indicative but non-exhaustive list would include:

- Swearing / defiance directed towards the Headteacher
- Bringing recreational drugs into school
- A weapon of any sort including pen knives and BB guns
- Persistent bullying
- Persistent disruption of lessons
- A physical assault of a member of staff

**Please also refer to Covid 19 specific issues outlined in Part 2 of this policy.**

### **Confiscation, searching and restraining**

The school has a legal right to confiscate as evidenced in the DFE document: Searching, Screening and Confiscation (2018). The School will confiscate mobile phones as set out in the policy above. All other items, for example banned uniform items will be confiscated and returned at the end of the working day by the teacher. These will be kept safe.

The school will search students, without consent if necessary, where members of staff believe a student is carrying weapons, knives, alcohol, tobacco including E cigarettes and shisha pens, illegal drugs or stolen items. This will only be done by the Senior Leadership Team, Key Stage Leads and Heads of Year.

Unless there is a real urgency for this to happen, the search will be carried out by a member of staff of the same sex as the student and it will not be done alone.

The school has a legal provision (DFE Use of Reasonable Force 2013) to use reasonable force to prevent students committing an offence, injuring themselves or others or damaging property, and to maintain good order and discipline in school. If this occurs staff will make a detailed account of the incident.

### **Malicious Allegations**

Where a pupil makes an accusation against a member of staff and that accusation is shown to have been malicious, the headteacher will discipline the pupil on a case-by-case basis depending on the nature of the malicious allegation. This may include any consequence up to and including Permanent Exclusion. The headteacher will also consider the pastoral needs of staff accused of any misconduct

### **Students who have an Educational Health Care Plan**

Students who have an Educational Health Care Plan, identified additional needs or disability will also be expected to follow the school's behaviour policy. However, reasonable adjustments may be made for some individuals whose needs may place them at a substantial disadvantage. Any such students will be assessed on a case-by-case basis. Guidance from the school's SENDCo and appropriate external agencies working with the student will be sought where necessary.

Where a reasonable adjustment to the school's behaviour policy is deemed appropriate, staff will be notified of and/or trained on the student's needs and the reasonable adjustment(s) required.

### **Extra-curricular opportunities**

Whilst we encourage all pupils to engage in extra-curricular opportunities that are offered in our school, any student who is repeatedly (or significantly) failing to comply with school expectations may have these opportunities removed for an appropriate period of time. Conversations with students will have taken place before any sanction of this kind is applied. It is also important that HOY and Key Stage Leads are involved in any department request for extra-curricular provision being withdrawn / suspended.

### **References:**

This policy should be read in conjunction with:

- The Anti-Bullying and Conflict Resolution Policy
- Behaviour and Discipline in Schools (Department for Education)
- Exclusion from Maintained Schools, Academies and Pupil Referral Units in England (Department for Education)