

# POSITIVE BEHAVIOUR AND EXCLUSIONS POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

**Policy reviewed by:** John Taylor – Headmaster

**Policy approved by:** Robert Berry – Director of Operations

**Review date:** 01/09/2020

**Submission:** 01/09/2020

**Version:** v2.0

**Policy actioned from:** September 2019

**Next review date:** 31/08/2021

**Reviewer's Signature:**



**Approver's Signature:**



Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

This policy should be read in conjunction with the school's Safeguarding and Child Protection Policy, Anti-Bullying Policy, Cyber Bullying Policy, Physical Restraint and Use of Reasonable Force Policy, and Disability Policies.

The school recognises its duties under the Equality Act 2010 to make reasonable adjustments for pupils with disabilities.

This policy has been drawn up using advice from Behaviour and Discipline in Schools: Advice for Headteachers and School Staff DfE 2014. This is a whole-school policy and includes EYFS.

The Aims throughout the whole school are:

- To promote good behaviour, self-discipline and respect;
- To promote an environment where everyone feels safe, valued and secure;
- To prevent bullying

## Promoting Good Behaviour

As well as staff acting as positive role models, the school will endeavour to promote and teach good behaviour by having the following expectations of the pupils:

- Courtesy and Politeness;
- Respect;
- Dress (uniform, cleanliness, any adornments, including make-up, hair);
- Lessons and punctuality;
- Property;
- Privacy;
- Safety;
- Technology.

## EYFS / Years 1-2

In our discipline we should be positive, encouraging and caring and to set an example through our own behaviour, appearance, punctuality and courtesy. We aim to cultivate responsibility and self-discipline in each pupil.

The fundamental relationship between staff and pupils should be a constructive partnership in learning; one which allows for mutual respect. Appropriate attitudes will be encouraged.

Good behaviour will be reinforced with the following rewards:

- Verbal praise to the individual
- Drawing attention among the group or class to the work or behaviour
- Positive comments written on child's work and/or in Home/School contact book
- Award of a star or sticker for work or behaviour
- Award of a certificate in a weekly celebration assembly
- 3 individually awarded stars equals one Merit for the pupil's House
- "Stars of the Week" are given a certificate and listed on the notice board

Discipline must be tempered by sensitivity and tact and take account of a child's personal circumstances. Rules, orders and instructions should be clear.

Positive guidance techniques should be used, including:

- Re-directing children
- Early intervention
- Anticipation and elimination of potential problems

A collective staff vision is important in achieving these goals.

In the event that misbehaviour occurs, one of the following actions would be taken:

- A reprimand
- A warning of the consequences if the misbehaviour is repeated
- Temporary separation of a child from main group
- Missing part of playtime
- The loss of a privilege, e.g. doing a free-choice activity
- Persistent misbehaviour would require liaison with the child's parent or guardian
- In extreme cases, e.g. violence against another pupil or member of staff, the advice and support of the Principal/ Head of the relevant section of the school may be sought.

## Years 3-6

### Aims

- To cultivate in pupils an acceptance and recognition of responsibility for their own decisions and actions; and for their consequences. This will be done primarily through PSHEE but where appropriate will be incorporated into any lesson.
- To create a school where children are happy and secure in an orderly framework of rules; thus allowing effective learning and the opportunity for each pupil to fulfil their potential, while encouraging mutual respect between all members of the community. Staff should set a good example to pupils in matters of dress, punctuality and commitment; regarding themselves responsible for the behaviour of pupils within the school.
- To teach the pupils respect for their environment.

### Incentives

Our policy at Pattison College is to use a positive attitude to discipline rather than simply issue punishments for bad behaviour. Praise and encouragement is seen as very important from an encouraging smile to a quiet word, a public word in assembly, written comments on work, or a visit to other staff, including the Headmaster/Head of Primary to show special achievements.

We use a system of house points. These are awarded for good work and behaviour. They are totalled every month for each house team, with the running totals announced in assembly. The winning House is announced at the Senior School Prize Giving Event and the House Cup is displayed with the colours of the winning House. The pupils are thus encouraged to work not only for themselves but for the 'good of the House'.

Certificates for good work and behaviour are awarded in the end of term assembly. In class pupils can be recognised for good attitude and behaviour by having their name displayed as Star of the Week.

Our discipline at Pattison College aims to be firm and fair. While misbehaviour is checked immediately, the individual circumstances of each child are carefully monitored by tutors and pastoral staff so that staff are aware of any extenuating circumstances. The pastoral care system at Pattison College is an integral part of every child's daily school life. Its aim is to develop the social, moral, personal and educational wellbeing of the child through discussion, interaction and awareness of issues appropriate to the age of the child. This is normally lead by the form teacher but all teachers have a responsibility through their lessons to encourage and support students to be better citizens. We believe that the better the rapport between pupil and staff, the less the students will 'step out of line'. An appropriate verbal rebuke or encouragement, together with an explanation the pupil clearly understands, is an important part of the discipline process.

However, there are occasions when it is necessary to correct bad behaviour or work. We aim for all staff to implement any sanctions consistently and to have the backing and co-operation of parents.

### **Sanctions**

Poor work may be re-written at break so long as a pupil does not miss both breaks in a day and that missed breaks do not become the norm. Communication between staff and tutors is an important part of this process.

If pupils are found to have made malicious accusations against staff disciplinary action will be taken which may result in the pupil's exclusion.

Children who are causing concern academically, physically or socially are discussed with the relevant Head of Section and/or Head of Prep School; actions could include:

1. Talking to the pupil to better understand the reasons behind the behaviour
2. A relevant task or written punishment
3. Monitoring behaviour
4. Inviting parents to discuss the concerns raised
5. Monitoring progress carefully by putting the student (or class) on report – comments written by staff after each lesson and checked by the tutor with the student at the end of each day.
6. The report may well be in the form of a 'comment book' where staff record where a child has made a special effort to co-operate or to produce good work rather than the more severe report slip.

Any concerns regarding serious verbal or physical behaviour must be reported immediately to the Head.

Parents will, of course, be advised and involved in any disciplinary matters at the appropriate stage in order to make them aware of their child's behaviour in school and to work together to resolve the problem before more serious measures become necessary.

There is **no** corporal punishment at any Chatsworth Schools.

### **Years 7 – 11**

The basis of this code of conduct is mutual respect. Pupils at Pattison College have a right to expect a well-ordered environment that is conducive to study. This right can only be provided in circumstances where all individuals accept their obligation to honour the Code of Conduct.

1. Pattison College is the place you come to work. You should always try to do your best by listening to teachers and to other students. Do not prevent others from learning.

2. You should treat everyone with politeness, courtesy and respect. Do not use language that is abusive, offensive and rude. You should not shout, call out, interrupt or answer back.
3. You should care and look after the school, the people in it and all the equipment. Do not drop litter.
4. You should think about your safety and that of others. You should not run inside the buildings.
5. You should remember to bring all necessary equipment to each lesson.
6. You should be punctual to all lessons and settle quietly to the task in hand.
7. You should complete all work and homework on time.

## Discipline Policy - Principles and Aims Principles

### Aims

- To cultivate in pupils an acceptance and recognition of responsibility for their own decisions and actions; and for their consequences.
- To create a school where children are happy and secure in an orderly framework of rules; thus allowing effective learning and the opportunity for each pupil to fulfil their potential, while encouraging mutual respect between all members of the community. Staff should set a good example to pupils in matters of dress, punctuality and commitment; regarding themselves responsible for the behaviour of pupils within the school.
- To teach the pupils respect for their environment.

We aim to provide:

- Good adult and peer role models of caring and co-operative behaviour.
- Reinforcement of positive attitudes to expectations.
- Recognition of a wide range of achievements.
- Acceptance by all students in school of a common responsibility for maintaining good discipline and promoting the school's basic guidelines.

### Practice

Guidelines to pupils at School; we expect you to:

- Show respect for others and their property.
- Follow all instructions given by staff or other adults working with the pupils.
- Move quietly in and around school.
- Bring all the equipment and books that you need for each session.
- Be punctual.
- Be safe.
- Complete all assignments on time.
- Ask for help and support whenever you need it. It's OK to be proactive.

## Classroom Guidelines

We expect you to work hard and

- Enter the room quietly and sensibly.

- Prepare for your lesson on arrival by having books and equipment out.
- Stand at the start of the lesson until invited to be seated by your teacher.
- Limit eating and drinking to break and lunchtime. (students are encouraged to drink water and should bring a sealable bottle for this purpose)
- Listen carefully to others without interrupting. Put up your hand when you wish to speak or add to the discussion in class.
- Treat the room and furniture and other people's belongings with respect.
- Leave the room tidy.
- Leave in an orderly way when you are asked.
- Respect the views of others.
- Laptops should be switched off whilst in school, unless being used to assist learning and authorised. They remain the responsibility of the pupil.
- Chewing gum, alcohol, drugs or solvents are banned at all times.

## Serious Misconduct

Serious misconduct, e.g. physical violence, serious safety risk, total defiance will result in the pupil being sent home pending enquiries, after which the pupil may be returned to school on a behaviour and performance contract / report, internally suspended, externally temporary excluded, or permanently excluded or withdrawn by parents. The individual circumstances will determine the course of action by the school.

## Senior School (Year 7 – 11) Discipline System

### Positive Referrals

Positive Referrals are awarded for a variety of reasons, at the discretion of the teacher. For example, Positive Referrals can be given for

- Good work (multiple referrals can be given for work completed over a period of lessons/weeks).
- Evidence the pupil has put in a particular amount of effort.
- Exemplary behaviour or helpfulness.

### Rewards for Positive Referrals

We encourage, praise or reward children in a variety of ways:

- Teachers give stickers or stars
- 3 individually awarded stars equals one Merit for the pupil's House
- A double star for an exceptional piece of work counts as a Merit
- Merits are read out in the weekly assembly and posted on notice boards
- Termly Certificates of Merit are awarded for the pupil with the most Merits for the year in each of the three Houses
- Termly Bronze, Silver & Gold Merit certificates for 30, 40 or 50+ are awarded
- "Student of the Month" are given a certificate and listed on the notice board
- Weekly Attendance Rewards for the class with the highest attendance
- Termly Attendance Awards for 100% attendance

- Annual 100% Attendance badge awarded at Prize Giving

At all Key Stages the School acknowledges the efforts and achievements of children, both in and out of School, in whole School assemblies and sometimes in Newsletters.

### **Detentions**

Subject Detention: Detention run by subject departments normally by the teacher setting the detention. Form Tutors may also set detentions for poor punctuality or other misconduct not specifically in class. In Year 10 and 11 failure to do homework and to hand it in the next day the tutor results in a student having to attend after-school homework club the next school day.

IMPORTANT! - Detentions should be communicated to the student's Form Tutor and where the detention is between a legal session of schooling, i.e. at lunch time or after school the parents or guardians must be informed by e-mail or phone call the day before – ideally 24 hours prior to the detention.

### **School Monitoring Reports**

The School uses a variety of strategies and reports to help support students in their learning. Some reports are disciplinary while others are intended to support a pupil with a particular issue i.e. 'organisation'. The aim is to ensure that all individuals continue to make good progress. Generally, where a pupil is on report they will present this daily to their Form Tutor or mentor.

### **Lateness**

Senior School pupils arriving late after registration must sign in at the school office. This will be recorded on the registration system for the teacher to see. The late arrival of Prep School pupils will be reported to the office by the class teacher.

### **Uniform**

Pupils coming in to school with incorrect uniform will be given the option to borrow an item of uniform from school. If a pupil is wearing outside clothing within a classroom, then it could be confiscated until further notice. Parents will be contacted by the school. Inappropriate or offensive slogans and images are not permitted on any clothing.

### **Smoking**

Smoking is banned at all times. If a pupil is caught smoking on or off the school premises the parents will be informed and the pupil will be sent home immediately. This extends to any time that the student is on a bus operated by the school, waiting in a car park or other pick-up and drop-off points. The school reserves the right to consider with parents a disciplinary sanction where a child is seen smoking whilst in our school uniform or are attending a school function or event away from the normal school sites.

### **Criminal Activity**

If a pupil is caught or suspected of being involved in any criminal activity, he/she will be sent home, with their parent(s) or guardian(s) whilst the case is investigated. Where the situation would require the intervention of the police the school will not conduct any interviews or investigation without the prior consent of the police. Activities of a criminal nature may result in the pupil being asked to leave the school.

### **Illegal Substance Abuse**

If a pupil is suspected of using any illegal substance, within school time, the school reserves the right to give the pupil involved a drug test. If tested positive for any Class A and/or B drugs, then the pupil will be dismissed instantly. If the pupil tests positive for cannabis, then the school will monitor his/her punctuality and general behaviour until a second random drug test is given (typically within a month). If the pupil tests positive for a second time, then he/she will normally be asked to leave the school.

### **Possession of an Illegal Substance or Alcohol**

If any pupil is caught in possession of any illegal substances, including cannabis or alcohol, they will be temporarily excluded from the school immediately, whilst an investigation is conducted. Proven possession will result in the temporary exclusion becoming permanent. The school reserves the right to inform and involve the police or other services either to comply with the law or to act in the best interests of the child's health and welfare.

### **Mobile Phones**

Pupils are not permitted to use mobile phones in school. Any phones brought to school should be handed in to the staff room on arrival and collected at 4.00 pm. Consent may be given for Senior School pupils to use mobile phones whilst on educational visits.

Inappropriate use of mobile phones, including taking pictures, videos or other recordings will result in the phone being confiscated and given to a member of SMT. The phone can be collected from the member of SMT at 4.00pm on the same day. Repeated use or misuse of the phone will result in the parents and the child being informed that either the parents must not allow their child to bring a phone to school.

## **Sixth Form Discipline System**

### **Guidance on Behaviour**

The overriding principle in the Sixth Form is to treat students like young working professionals, and to broadly follow the approach of the workplace. Students are expected to adhere to the reasonable practices and expectations of punctuality, politeness, respect for colleagues and to maintain a cooperative attitude at all times.

### **Discipline**

- Mobile phones are an excellent learning technology when used appropriately and responsibly. Inappropriate use will result in the withdrawal of privileges. Smoking is not permitted in any building, on the school premises or on the journey to or from any school premise or any activity relating to the school.
- Any student responsible for any criminal act will be asked to leave the school.

### **General Expectations of the Sixth Form**

Smoking and bringing, or consuming, alcohol on school premises is strictly prohibited, as is taking any illegal substances. The school has a very stringent policy on these and it will be rigorously applied. Any pupils caught in possession of any illegal drugs will be excluded from the school immediately.

### **Sixth Form Dress Code**

The appearance of Sixth Formers is important to the way they are perceived by the school as a whole, as well as to society.

- All Sixth Formers are required to wear the correct dancewear for each subject.
- Dance tracksuits, should be worn when moving between buildings and in Drama and Music lessons.
- No facial jewellery is to be worn.

## Exclusions Policy

Pupils guilty of serious misconduct may be liable to either fixed-term or permanent exclusion. In circumstances where a pupil's behaviour, while he/she is not at School (as defined below), damages or threatens, actually or potentially, the wellbeing of any member of the School community or the reputation of the School, the School may investigate the pupil's conduct. As a result of this investigation, if it is considered appropriate to protect the wellbeing of other pupils and the School's reputation, sanctions may be imposed proportionate to the seriousness of the misconduct.

When judging whether to exclude a pupil permanently or for a fixed-term, the School will take into account all the circumstances: these will include the age of the pupil, the seriousness of the offence, its impact upon the School and any member of the Pattison College community (pupils and staff), and any extenuating circumstances raised by the pupil in his/her defence.

For the purposes of this policy "at the School" means each of the following:

- On School premises;
- anywhere where a pupil is engaged in an activity organised by School staff or anyone acting on behalf of the School; and
- whenever and wherever the pupil is wearing school uniform or other clothing which identifies him / her as a Pattison College pupil, including when travelling to and from the school.
- in any other way that makes them identifiable as a pupil of the school.

"serious misconduct" means :

- violent or threatening behaviour
- indecent, offensive, abusive, bullying or harassing behaviour
- theft
- possession or consumption of illegal drugs at the school
- possession of offensive weapons or any dangerous, poisonous, flammable or explosive items
- cheating in examinations
- deliberate or reckless damage to property
- rudeness to a member of staff or other adult involved in or encountered in the course of an event organised by the School, or acting on behalf of the School
- serious misuse of School ICT facilities (see the ICT Acceptable Use Policy)
- repeated breaches of the School Code of Conduct
- breach of the Code of Conduct after a pupil has signed a behavioural or academic contract that is criminal; and/or illegal
- has or could have had a serious adverse effect on: (i) any part of the physical environment of the School; (ii) any aspect of the wellbeing of any member of the School community (pupils and

staff); and/or (iii) the learning of the pupil himself or that of any other pupil; and/or harms the public image of the School.

To support a pupil receiving a fixed-term exclusion and who would thereby be at risk of permanent exclusion (in the event that he / she were to commit another breach of the Code of Conduct), the pupil will be required to sign a Pupil Contract in which he / she will agree to a number of targets for behaviour improvement and/or academic performance. This will be monitored by a member of the LT. Failure to comply could result in permanent exclusion.

Parents may appeal against the exclusion of their child through the school's Complaints Policy.

### Liaison with Parents and other Agencies

- The school actively encourages parents to keep in contact and to keep the lines of communication open. Parents will be kept informed of any serious behavioural issues regarding their child. If a Pupil Contract needs to be put into place, parents will be actively encouraged to be involved in the process. Occasionally, the school may need to liaise with outside agencies (e.g. Child Protection Officer, Educational Psychologist, local authority START team case worker) to gain advice or to work in tandem to provide the best support for a pupil.
- The policy is available at all times on the school website.
- The policy will be reviewed annually. If any amendments are made at other times parents will be informed via the school's newsletter.

### Staff Training

- Staff will receive annual training on this policy, so that they have a clear understanding of the systems and procedures, and their legal responsibilities.

### Malicious Accusations against Staff

Sanctions may be imposed on any pupils who are proven to have made malicious allegations against a member of staff, but that the decision on how to proceed should be dealt with sensitively.

In order not to deter pupils from making genuine allegations, the pupil found to have made a malicious accusation should be offered confidentiality.

According to the circumstances, he/she may:

- Receive counselling to help identify why he/she made the allegation
- Be excluded
- Possibly face criminal proceedings

### Interpretation

In this policy, the term "senior manager" means a School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools



