



# Range High School

## Behaviour and Discipline Policy

Person responsible for Policy: Assistant Headteacher (Wellbeing)

Date of next review: JULY 2019 - any changes will be brought to the attention of governors as, and when they occur

**RESPONSIBILITY FOR THIS POLICY REMAINS WITH THE HEADTEACHER**

**ANNUAL REVIEW**

Reviewed and updated by Headteacher: July 2018  
To Full Governors: 20 September 2018

## **General Information**

Governors: This policy will be reviewed annually by the Headteacher

Headteacher: Mr G A Aldridge

SLT: A watching brief is maintained by Ms C Quinn, Assistant Headteacher (Wellbeing)

## BEHAVIOUR AND DISCIPLINE POLICY

### AIMS - Challenge Support Flourish

**We aim to challenge all pupils to do their best, support them when they need it and we aim to see them flourish as learners and young people.**

The School community values of mutual respect, cooperation and fair treatment helps to build relationships and promote a positive climate for learning. Range High School's aim is to create a safe and supportive environment for learning and behaviour that reinforces school values.

All students have a right to an education and, as an inclusive school, Range High aims to offer an excellent education to all its pupils, including those with behavioural difficulties. The school is also aware that it has a duty of care to all its pupils and will not allow individual pupils to damage the educational opportunities of others or to endanger their safety and well-being.

We aim to make our expectations of behaviour clear to all pupils and to provide positive adult role models of caring, considerate and co-operative behaviour. We will encourage the development of self discipline and a sense of responsibility for one's own actions and ensure that all adults in the school share a common responsibility for maintaining good discipline and promoting the school's guidelines on behaviour.

### KEY PRINCIPLES

Range High School uses the UNICEF Convention on the Rights of the Child as the basis for the development of this policy. Pupils have identified 5 Articles from the charter to which they wish to give prominence in the school. These are:

- 1. Article 28: Every child has the right to learn and go to school**
- 2. Article 12: Every child has the right to say what they think in matters concerning them and to have their views taken seriously**
- 3. Article 19: Every child has the right not to be harmed**
- 4. Article 23: Every child has the right to have special care and support according to individual needs.**
- 5. Article 29: Every child has the right to be the best that they can be.**

The pledges made by pupils and staff in order to respect these rights are in Appendix 1.

Good behaviour is vital to enable effective teaching and learning to take place in a safe environment. This environment will be created by:

- Promoting good behaviour and discipline
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect
- Ensuring fairness of treatment for all
- Encouraging consistency of response to both positive and negative behaviour
- Promoting early effective intervention
- Providing a safe environment free from disruption, violence, bullying and any form of harassment
- Encouraging a positive partnership with parents/carers to develop a shared approach to the implementation of this policy.

## **SCOPE**

- Pupils on the way to and from school
- Pupils on trips and visits
- Pupils behaving in a way which affects our reputation (e.g. wearing our uniform)
- Cyberbullying, i.e. which does not happen on site but which affects the wellbeing of others or the smooth running of school
- All pupils including those in KS5 (the school uses an alternative Sixth Form Behaviour Management protocol for KS5 students – this is available on request)
- Behaviour beyond the school day which has a material effect on others in the school community

## **THE ROLE OF STAFF (TEACHING AND ASSOCIATE)**

- To respect the rights of all members of the school community and treat them accordingly
- To practise consistent classroom organisation and management (see Guidance for Staff - Appendix 2)
- To make every effort to motivate and encourage pupils by providing an appropriate and differentiated curriculum
- To make pupils aware of what is appropriate and inappropriate behaviour by discussion and clarification of school rules and code of behaviour in tutor time, assemblies and in subject lessons where appropriate. (see Code of Conduct for Pupils - Appendix 5)
- To enforce the expected standards around the school site generally, in corridors, dining room, outside areas, etc.
- To recognise, encourage, praise and reward good behaviour for everybody (see Rewards - Appendix 6)
- To punish inappropriate or unacceptable behaviour in a fair and consistent manner (see Appendices 2 and 3)
- To use a graduated system of response and support for staff and students (see Appendix 2)
- To record incidents of inappropriate or unacceptable behaviour to inform parents where appropriate.
- To make every reasonable effort to identify and support pupils with behavioural difficulties (see Appendix 4)

## **THE ROLE OF STUDENTS**

At Range High School we expect students:

- To respect the rights of all members of the school community both during the day and outside the school day and treat them accordingly
- To be tolerant and considerate of others and respect their rights and property
- To follow instructions and obey school rules
- To be punctual to school and lessons and to be correctly dressed in the full school uniform
- To be attentive; engage positively in lessons and work hard in class
- To be organised and use their Show My Homework (SMHW) accordingly
- To co-operate with others
- To behave in a manner that reflects the School's values and behavioural standards (see Code of Conduct for Pupils – Appendix 5)

## **THE ROLE OF PARENTS/CARERS**

It is essential that all parents/carers agree to the principles and procedures set out in the school's Behaviour and Discipline policy. We would expect parents/carers to enter into an implicit contract by applying for a place at the school which includes their support for the school's Behaviour Policy and their recognition that adults in the school act in 'loco parentis'. We expect them to support the school by:

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- Ensuring that their child leaves home every day at a time in order for them to be punctual to school
- Ensuring that their child is wearing full school uniform and has the necessary equipment and books.
- Ensuring their child has completed all necessary homework by checking and monitoring SMHW.
- Communicating immediately with school when home circumstances affect their son/daughter's adherence to school policy (e.g. uniform/lateness).
- Ensuring that their child follows reasonable instructions by school staff and adheres to school rules.
- Respecting the school's Behaviour and Discipline policy and the disciplinary authority of school staff
- Working with school staff to support their child's positive behaviour.

## **THE ROLE OF GOVERNORS**

Governors will ensure that:

- Rewards and behaviour trends are monitored across the school on a regular basis
- A member of the Governing Body will take part in the Pastoral Support Programme for individual students
- As far as is practicable, that the curriculum on offer and teachers' professional development time creates conditions for an appropriate and differentiated curriculum
- The Governing Body receives and monitors the number and reasons for exclusions on a termly basis
- The policy is reviewed regularly and that consultation occurs when changes are made

## **REWARDS**

The School believes that rewarding pupils is an effective tool in promoting good behaviour. Rewards can take many forms and effective rewards motivate pupils so they should have some ownership of the systems in place. The organised Rewards Programme will be reviewed with the School Council periodically.

Members of Staff will reward pupils by:

- An approving smile
- Verbal commendations
- Merits
- Certificates
- Phone calls or letters home
- Taking part in the organised Rewards Programme.

## **SANCTIONS**

Sanctions should ensure that pupils understand that they have not met the school's expectations and, where possible, make some form of reparation for their misbehaviour. Whatever sanction is used it should always be made clear to the pupil why they are being punished and how, through improved behaviour, they can avoid a recurrence. Sanctions should be proportionate to the pupil's misbehaviour.

The following might be appropriate sanctions:

- A verbal warning
- Timeout of the classroom for a few minutes
- Keeping the pupil behind at the end of the lesson for a few minutes
- Asking the pupil to come back to class at break or lunchtime
- Detentions (see Appendix 2)
- Time in the Withdrawal Room
- Internal isolation

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- Exclusions (see Appendix 3)

This graduated approach ensures that inappropriate behaviour is dealt with quickly and fairly at the correct level.

There are occasions in school when a pupil needs more ongoing support to help them manage their behaviour. In these cases, a Pastoral Support Programme (PSP) is set up that identifies precise and realistic behavioural outcomes for the pupil to work towards. PSPs are reviewed 2 or 3 weekly and progress is reported to the Headteacher.

### **ADDITIONAL INFORMATION**

- The school will make an offer of a 'restorative justice' meeting if the school feels it will support a positive resolution to a situation
- Pupils who have concerns about the behaviour of others should address their concerns to their Head of House
- If a pupil makes an allegation about the conduct of a member of staff this will be dealt with under the appropriate policy. A malicious allegation will be dealt with under this policy.

### **EVALUATING OUR POLICY**

We will evaluate our behaviour and discipline policy using the following measures:

- Surveying staff throughout the year
- Monitoring the detention system
- Collecting pupil views through questionnaires and discussion with the Year and School Councils.
- Analysis of attainment cards and Behaviour for Learning data for all year groups.

We recognise that there may be times when parents/carers may feel that we have not dealt well with an incident involving poor/unacceptable behaviour and we ask that this be brought to the notice of the relevant Head of House in the first instance. If the Headteacher cannot resolve these concerns informally, parents can raise their concerns more formally through the school's Complaints Procedure. This involves contacting the Clerk to the Governors through school.

### **RELATED POLICIES**

Our Behaviour and Discipline Policy links with, and should be read in conjunction with, the

- Guidance notes for this policy (attached as appendices)
- Anti-bullying Policy
- Child Protection Policy (Safeguarding)
- Health and Safety Policy
- SEN Policy
- Sixth Form Behaviour Strategy
- PSHE Policy
- Drug Education Policy
- Uniform guidelines

## **APPENDICES**

### **APPENDIX 1**

#### **Respecting Rights**

Range High School uses the UNICEF Convention on the Rights of the Child as the basis for the development of this policy. Pupils have identified 5 Articles from the charter to which they wish to give prominence in the school. These are:

**1. Article 12: Every child has the right to say what they think in matters concerning them and to have their views taken seriously.**

Therefore pupils will:

- Express their opinions about matters which concern them in an appropriate way
- Listen to others, respecting their opinions
- Let the School and House Councils know how they feel about issues

And staff will:

- Ensure that students know who to talk to about matters concerning them
- Listen to students and take their concerns seriously
- Meet with the School and House Councils on a regular basis to learn how students feel about issues in school

**2. Article 19: Every child has the right not to be harmed.**

Therefore pupils will:

- Behave sensibly round school
- Respect the rules that have been put in place
- Use the one way system
- Report any incidents of harm

And staff will:

- Act on any reported incidences of harm in line with school policies
- Be trained in child protection
- Ensure that our school provides a safe and supportive environment in which to learn

**3. Article 23: Every child has the right to have special care and support according to individual needs.**

Therefore pupils will:

- Be understanding and aware of the different needs of others
- Respect each other equally
- Behave in a way that means all members of the school can be safe and happy

And staff will:

- Respect all students equally, providing appropriate care and support
- Ensure that lessons meet the needs of all students
- Support and encourage social inclusion

**4. Article 28: Every child has the right to learn and go to school.**

Therefore pupils will:

- Be ready to learn
- Attend school whenever they can
- Behave in a way that enables everyone to learn

And staff will:

- Be ready to teach
- Plan lessons to support the learning of all students at all levels
- Apply the school's behaviour policy to help to ensure that all students can learn

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**5. Article 29: Every child has the right to be the best that they can be.**

Therefore pupils will:

- Try their hardest
- Ask when they need help
- Respect and support each other
- Learn from their mistakes

And staff will:

- Check student progress and give support where needed
- Raise understanding and respect for one another
- Set high expectations for all members of the school

## **Guidance for Staff**

### **Some characteristics of good classroom organisation and management**

- Clearly understood and achievable objectives
- A variety of teaching styles
- A stimulating environment
- Appropriately planned lessons differentiated to challenge and meet the needs of individual students
- Recognition of and praise for good behaviour
- Valuing pupil's work
- Beginning and ending lessons on time
- There is a teacher-planned seating arrangement
- There are clear parameters about pupils talking and pupil movement about the room
- Teachers clearly understand whole school expectations regarding engagement, uniform, equipment, punctuality and conduct
- Rules regarding chewing, removal of outdoor clothing, infringements of uniform are applied firmly and consistently
- Teachers recognise their responsibility for ensuring good order outside the classroom at lesson changeover.

### **Guidelines for imposition of sanctions**

- Unacceptable behaviour should be punished
- Deal with the behaviour rather than the person
- Punishments should be fair and consistent
- Punishments should be in proportion to the offence. They should distinguish between minor and serious behaviour and isolated and persistent breaches of discipline.
- Punishments should never be degrading or humiliating
- Whole groups should generally not be punished for the misbehaviour of individuals, however, pupils should also realise that they have a corporate responsibility regarding behaviour and this may sometimes lead to the whole group being required to take responsibility for its behaviour.
- Whole classes and/or individuals may be put on a class report or an individual targeted report. (If the whole class are put on report because there are too many pupils that need close monitoring to put on individual reports, then this should be explained to the class for the benefit of those pupils that would not normally have been put on report.)
- Uniform – persistent breaches of uniform policy may result in a proportionate sanction
- Refusal to complete work – persistent breaches may result in a proportionate sanction

### **Hierarchy of Responsibility**

- Primary responsibility lies with the individual member of staff, who is responsible for behaviour and discipline of pupils in his, her classroom. Staff are also responsible for any sanctions they may impose. They may well consult colleagues but cannot abdicate their role. Each member of staff must also deal with the breaches of discipline around the school; the conduct of pupils outside the classroom is a shared responsibility.
- If unacceptable behaviour continues in a classroom situation, then the department must take action. The Curriculum Area Leader should inform both the form tutor and the Head of House but responsibility for sanctions stays with the department. At this point the Curriculum Area Leader may wish to consider if changes in classroom practice would help improve the situation.
- If, after action is taken by the department, the unacceptable behaviour continues, then the Curriculum Area Leader should consult with the form tutor and Head of House.

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- If the pupil's behaviour is poor across a number of curriculum areas then it is the responsibility of the tutor and Head of House who must take action (which other colleagues are expected to support)
- Dealing with inappropriate behaviour around school is a shared responsibility. The member of staff who comes across such behaviour should take action, but may wish to inform Tutor, Assistant Head of House or Head of House.
- The Leadership Team have overall responsibility for behaviour management.
- The governing body have responsibility for the policy.

### **Strategies for responding to unacceptable behaviour**

Teachers and others in a supervisory role should use their professional judgement in deciding how to handle a problem, but successful strategies might include:

- A discreet word with the individual
- A public reprimand
- Referral to Form Tutor, CAL, Head of Faculty, Head/Assistant Head of House as appropriate
- Moving the pupil to another position in the classroom
- Brief period of a few minutes outside the classroom to cool off
- Moving the pupil to a colleague's classroom
- Sending the pupil to the Withdrawal Room
- Using the school's 3 strike procedure

### **Pupil's failure to respond to the above strategies or sanctions:**

- First stage      Subject teacher enlists support of CAL  
                         Subject teacher / CAL should contact home to communicate their concerns at this stage
- Second stage    Subject teacher/curriculum area leader enlists the help of Head of Faculty
- Third stage      Subject teacher, CAL/HOF enlists the help of Head or Assistant Head of House
- Fourth stage     Head of House enlists support of Assistant Headteacher (Wellbeing) or another member of SLT

If a situation of unacceptable behaviour occurs out of the classroom the pupil or pupils concerned should be reported to the Tutor, Assistant Head of House or Head of House.

### **DETENTION SYSTEM AND ITS USE**

Lunchtime detentions ("Conduct Detentions") should be used for offences that occur in a teaching situation, such as not doing homework, repeatedly not having the correct equipment, not working hard enough in class or frequently disturbing the learning of others.

Lunchtime detentions can be given for a variety of reasons (this list is not exhaustive):

Poor conduct in lessons

- Lack of homework
- Lack of equipment (15 minutes rather than 30)
- Incorrect uniform
- Late to lesson without good reason
- Sent to withdrawal
- Poor conduct in school outside of lessons

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After school detentions ("School Detentions"), usually given in consultation with the Head of House, are given for (this list is not exhaustive):

- Unacceptable rudeness or disobedience
- Going off the school premises at lunchtime without permission
- Unsafe or aggressive behaviour on site
- Repeated failure to attend a lunchtime or departmental detention
- Smoking, including e-cigarettes

Staff should be mindful of availability of public transport, the age of the pupil, the time of the year and weather conditions when imposing detentions. This also applies to keeping a child behind at the end of a lesson for up to 10 minutes when it is at the end of the school day.

Parents are given at least 24 hours advance notice of School Detentions.

### **HEADTEACHER'S DETENTIONS**

These can only be given by a Head of House or a member of the SLT.

These are for the most serious of offences or for repeated failure to turn up for a school detention.

## **EXCLUSIONS**

Exclusions can be authorised only by the Head Teacher or, in his/her absence, the Deputy Head. All exclusions are made in line with the statutory guidelines:

- The Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- The Education and Inspections Act 2006
- The Education Act 1996; and
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by the Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014

Permanent exclusion is the ultimate sanction and the school needs to intervene promptly and effectively in order to keep pupils in school wherever possible.

There are three kinds of exclusion:

### **Internal Exclusion**

This is most frequently used for pupils whose behaviour is deemed unacceptable but not serious enough to be fixed-term excluded from school, or the fixed-term exclusion at home is deemed unsafe for the pupil. This type of exclusion is not reported to the LA. This will be used in conjunction with support to improve the pupil's behaviour. Parents/carers may also receive a letter warning them that a further instance of this behaviour will result in a Fixed Term Exclusion.

**Fixed Term Exclusion** – Only Headteacher or Deputy Headteacher in his absence can authorise this.

These are limited to a maximum of 45 days in one academic year. Most exclusions are in the order of 1 to 5 days in the first instance. These would be only used for serious breaches of school rules.

Wherever possible a contact meeting with parents/carer will precede any decision to exclude.

Examples of reasons for a fixed-term exclusion may include:

- Physical assault on any member of the school community
- Language, remarks or gestures which are offensive
- Possession or consumption of drugs on the school premises
- Possession or consumption of alcohol
- Persistent disobedience or disregard of the school rules and its code of conduct
- Persistent disruption of lessons
- Persistent bullying of any kind
- Possession of banned items, e.g. laser pen / knife, or other items deemed potentially dangerous
- Consideration of previous disciplinary record
- For some offences where the pupil has already had an internal exclusion

(This list is not exhaustive.)

Any pupil returning to school after an exclusion would attend an interview with either Headteacher/Assistant Headteacher/Head of House.

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### Permanent Exclusions

These are only used in the last resort if all other measures fail or in very serious cases. The school has to demonstrate that reasonable steps have been taken to avoid the exclusion and that allowing the pupil to remain in school would be detrimental to the education and welfare of the pupil or others in the school.

Reasonable steps might include:

- Exhausting other appropriate sanctions
- Interviewing pupil with parent/carer by Headteacher
- Involving outside agencies
- Pastoral Support Plan
- Meeting with Governors panel
- Seeking alternative provision e.g. Impact.

## **Pupils with Behavioural Difficulties**

Behaviour Management is the responsibility of all members of staff.

There is no pattern of behaviour that automatically leads a pupil to be classified as having behavioural difficulties. Such classification could include pupils with mental illness or those with ADHD, but probably most commonly those who cause concern because their behaviour repeatedly challenges the schools discipline policy. There is a wide range of behaviour from being withdrawn to aggressive or attention seeking behaviour.

- Early identification of pupils with behavioural difficulties is desirable. Parents need to be informed of the school's concerns. The nature of the problem needs to be clarified and a strategy for dealing with general difficulties and specific incidents arrived at. All staff need to be aware that the pupil concerned has behavioural difficulties and should act accordingly. Heads of House/ Learning Mentors/SENCO will work with staff to support such pupils
- Assistance from outside agencies should be sought at the earliest opportunity
- Advice from the Educational Psychologist should be sought if necessary
- A Pastoral Support Plan should be put in place if necessary

The SEN co-ordinator plays a vital role, liaising with staff (teaching and associate), Heads of House and SLT to ensure that adequate additional support is provided for students with existing and developing behaviour needs.

The Pupil Support Manager and Learning Mentors also support pupils with identified behaviour and emotional needs, some of which are at risk of permanent exclusion. They work closely with Heads/Assistant Heads of House and Assistant Headteacher (Wellbeing).

## **CODE OF CONDUCT FOR PUPILS**

### **Appropriate Behaviour**

Pupils should:

- arrive for lessons on time
- wear the school uniform as expected
- have the correct equipment for lessons
- bring in homework on the appropriate day
- participate actively in lessons and focus on their work
- follow instructions from an adult without argument
- ensure mobile phones and ear buds are not seen or heard during the school day
- move around the school safely and considerately, without carrying food or drink or listening to music
- observe the one-way system
- stay on the right hand side in two-way corridors
- use the toilet, visit their lockers and fill water bottles before the bell goes for the start of the lesson
- treat all other members of the school community and their property with respect
- observe school rules about banned items

## **Rewards**

Rewards are given for excellent or improved attendance, punctuality, correct uniform, organisation and good or improved behaviour. Pupils are also encouraged to get involved with school life. This could be either by playing for a school team, belonging to a school club or helping out at a special after school event that takes place throughout the year. Pupils are rewarded for all of these.

Rewards could include:

- Merits for classroom achievement
- Merits for student leadership
- Letters home sent through the post
- Certificates
- Early lunch rewards
- Trips out of school

All pupils are awarded merits for a number of different categories. These are recorded and pupils are informed throughout the year of their own individual total.

The Rewards Programme offers small rewards each fortnight for pupils in each Tutor Group and Faculty who have gained the most merits. Other rewards are given to those making the most progress and those avoiding any detentions.