

## Behaviour Policy

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### A Statement of Purpose

Our behaviour policy helps us to create,

**“A school that provides a safe, nurturing environment; allowing pupils to fulfil their potential through an engaging and personalised curriculum that creates curious and enthusiastic learners.”**

We recognise the importance of involving parents/ carers in the development of their child and in supporting the school to establish an ethos based upon high expectations for all our young people.

The overall aim of this policy is to create a clearly structured set of guidelines outlining our expectations in terms of behaviour that is accessible to everyone, including visitors to the school and the local community. Underpinning the policy is our philosophical view that behaviour needs to be managed positively, with the emphasis placed upon reward and recognition of effort made. This, combined with a clear and fair system of sanctions for those who choose not to comply, forms the basis of this policy.

### Aims and Objectives

The main aims of this document are:-

1. To promote a positive atmosphere where good relationships, discipline and good order lead to excellence.
2. To promote self esteem and self discipline
3. To promote regard for authority and positive relationships based on respect
4. To recognise, reward and celebrate good behaviour.
5. To ensure fairness for all
6. To promote early intervention.
7. To promote a safe environment free from disruption, bullying, violence or any form of harrassment.
8. To encourage a positive relationship with parents, students, governors and carers to develop a shared approach to involve them in the implementation of the school's strategy associated procedures.

### Overall guiding Principles for all staff

The **3C's** will underpin all interactions with our young people:

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1. **Chance**- Everyone has the **chance** to behave as they are expected to
  2. **Choice**- Everyone will be given the opportunity to make the right **choice**
  3. **Consequence**- If you choose not to behave, there will be a **consequence**

## Staff

Staff follow the following key principles:

- Sanctions will be just, fair, appropriate and clearly explained. They will also be documented and retained in the student file and logged on the rewards and consequences database.
- Staff will take account of the needs and circumstances of individual students with particular identified difficulties, such as a disability, when implementing the policy
- Whole class or year punishment will be rare, and only after consultation with the AHT for Behaviour
- Parents will be informed, as appropriate, of sanctions via the student journal, by letter or by telephone
- Tutors / Heads of Year will be informed when students receive a sanction
- All standards of behaviour expected on the school site should also be expected of students on trips, whether in or out of uniform
- Students will be given the opportunity to learn from their mistakes and make a fresh start.

## Pupils

Hornchurch High School pupils will respond to the expectations placed on them by an adult member of the school.

Pupils should:-

- Share responsibility for their own learning by following the procedures set out in the Behaviour for Learning Strategy.
- Support staff in their aim of achieving positive behaviour for learning in all lessons.
- Ensure they are punctual to school and to all lessons.
- Attend school with the correct equipment- ready to learn.
- Resolve problems in a non-confrontational manner.
- Be responsible for their own actions by being reflective and taking advice on board when necessary.
- Ensure they report any incidents of behaviours which do not comply with the Behaviour for Learning Strategy.

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## **Parents**

The school believes strongly in the power of working in close co-operation with parents and of the rights and desirability of parents being actively involved in the education of their child. The school will therefore seek to involve parents/carers actively on behaviour for learning issues. We have a Home School Agreement which all parents sign when their child is admitted into the school.

Approaches could include:

- Phone calls
- Meetings
- Early involvement
- Letters
- Supporting students on report (The signature of a parent is required)
- Home school agreement
- Request to attend re-integration meetings
- Student journals which allow for two way communication
- Invitations to agency meetings
- Follow up & routine communication

The school's Behaviour for Learning Strategy will be shared with all parents / carers and will be readily available on the school website. Parents can request a copy of the strategy at any time. The school expects parents / carers to support staff where a breach of the schools policy has occurred.

## **Rewards**

Rewards are seen by Hornchurch High School as the most positive way in which to encourage good behaviour, motivation and academic progress.

Students may be rewarded for a number of reasons, including:

- excellent work of a high academic standard
- academic progress
- good effort
- co-operation with peers or staff
- involvement in activities outside the school day
- extra- curricular activities
- changing the pattern of behaviour in a positive way
- improved attendance or punctuality
- excellent attendance
- community spirit

The success of our students is celebrated frequently through the issuing of the following:

- Praise
- Written comment on work/in book/in journal

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- Certificates
  - Student of the week
  - Phone calls home
  - Commendation awards
  - Rewards in assemblies
  - Awards evenings (yearly)

### **Sanctions**

Dependent on student age, the nature of the offence and the severity of the behaviour, the school will use a range of strategies to correct student behaviour. The range of sanctions will include:

- Verbal reprimand and correction
- Restorative justice
- Short length detention
- Longer length detention
- Loss of break times
- Removal from the lesson to work under supervision elsewhere
- Use of off-site intervention provision
- Being placed on report
- Setting improvement targets
- Internal Exclusion
- In line with the school's Exclusion Policy, use of external exclusion

This list is not intended to be exhaustive but serves as an illustration of sanctions that could be used. Responses will be fair and proportionate.

### **Detentions**

Detentions will be set by staff where it is deemed necessary. Detentions could be set for the following reasons:

- Lateness to school / lessons
- Lack of school equipment
- Incorrect uniform
- No / Poor Homework
- Students have been removed from their classroom due to poor behaviour
- Poor behaviour in the corridors, at break or lunch
- Failure to follow instruction given by a member of staff, including failure to hand over mobile phone / fizzy drink etc
- Failure to maintain respectful attitude towards a member of staff
- Persistent failure to comply with any aspect of the schools Behaviour for Learning Policy

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**Students-** Will be informed of a detention through a conversation with a member of staff, a comment in their KO book and a record made on the school's behaviour monitoring database.

**Parents-** could be informed of detentions via an email, telephone call, student journal or other means as appropriate. In most circumstances, there will be twenty four hour notice of detentions, unless a prior arrangement has been made. However, for some behaviours it will be necessary for a detention to be served on the same day e.g. removed from a lesson

All staff are able to detain students for up to 30 minutes at the end of the school without parental consent. This allows detentions to be set, for example when a student has been late or has been relocated using the school's relocation policy.

**Late to school / lessons-** the school recognises the importance of students arriving at school on time. Students who are late to school will be required to attend an after school detention on the same day for 30 minutes.

### **Safe Room and Relocation**

Teachers have the authority to remove pupils from their lesson if the pupil disrupts learning persistently. Warnings will be given regarding behaviour for learning, and if a pupil fails to respond to guidance they will be removed to the safe room, or relocation.

Removal to the safe room or relocation will be logged on the school's database for behaviour and a sanction will be given. The sanction will commonly be a detention, but may escalate in some situations.

### **Internal Isolation**

Students may be withdrawn from lessons for longer periods, to work under supervision in the isolation room. Parents/carers will always be informed of internal exclusions by the isolation manager or Head of Year. Parent(s)/ Carer(s) may be requested to attend a meeting at school. Students placed in isolation have a separate start and finish time to the day than other students.

Examples of behaviour which may lead to an internal exclusion include all of the behaviours listed above if they are persistent or extreme. The list is not exhaustive and may include incidents of fighting, bullying, truancy etc. The decision to isolate a student is not taken lightly and the Head of Year will be consulted before this action is taken, and the AHT i/c Behaviour will be informed.

Students may also be placed in the isolation room whilst an incident is being investigated.

A series of internal exclusions may result in a fixed term exclusion. Students and parents/carers will always be informed when this is the case.

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### **Exclusion ( at another school, or from school)**

While the school will take all reasonable steps to meet individual need and help individuals to improve, the school will not tolerate behaviours which do not show due regard for the well-being or learning of others, or where in spite of support and intervention there is minimal or no improvement. In these circumstances a student's behaviour would be deemed to be seriously harming the education and welfare of the student or others in the school, thus placing the student at high risk of permanent exclusion.

In line with the school's exclusion policy, exclusions whether fixed-term or permanent may be used in response to any of the following, all of which are examples of unacceptable conduct and breach of the Behaviour for Learning Policy:

- Physical assault against a student
- Physical assault against an adult
- Verbal abuse/threatening behaviour against student
- Verbal abuse/threatening behaviour against an adult
- Bullying
- Racist abuse
- Sexual misconduct
- Drug and alcohol related incident
- Damage
- Theft
- Persistent disruptive behaviour inside or outside a classroom
- Weapons related incident
- Posing a health and safety threat
- Repeatedly refusing to follow instructions
- Persistent lack of respect towards a member of staff, or a serious breach of this expectation
- Persistent failure to follow the guidance set out in the school's Behaviour for Learning Policy

### **Behaviour outside of lessons**

Students are expected to behave in a manner which respects themselves and others. This applies to the use of language, to the way in which they act and behave and to the manner in which they respond, all of which should demonstrate courtesy and consideration. This includes towards fellow students, staff and visitors to the school.

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Positive behaviours include the setting of high standards by wearing the correct uniform in the expected way and moving in a manner which is orderly and respects the health and safety of others.

### **Behaviour Outside of School**

Students who breach the school's Behaviour for Learning Policy whilst on school business such as trips and journeys, sports fixtures or a work-experience placement will be dealt with in the same manner as if the incident had taken place at the school.

For incidents that take place outside the school and not on school business, this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole. This includes behaviour in the immediate vicinity of the school or on a journey to and from the school. Other relevant factors include whether the student is wearing school uniform or is in some other way identifiable as a student at the school and whether the behaviours could adversely affect the reputation of the school.

For acts of aggression or which threaten the health and safety of others, the school reserves the right to involve the police. Equally, if the school considers that the behaviour might be linked to a young person suffering, or being likely to suffer, significant harm safeguarding procedures may be applied as required.

### **The Use of Reasonable Force**

The school acknowledges its duties and responsibilities under the 2006 Education and Inspections Act in which 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 amongst students.

It should be noted that staff cannot be directed or required to intervene but will be supported where reasonable force is deemed appropriate. This process is one which requires appropriate training.

### **Searching of Students**

The school acknowledges its duties and responsibilities under the Education Acts of 1996 and 2011, Education and Inspections Act 2006 and Health and Safety at Work 1974 in respect of screening and searching students. As a result school staff may search students' clothing, bags or lockers without consent for any banned item we believe could cause harm.

- Weapons
- Legal highs
- Illegal substances

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- Pornography
  - Cigarettes / vaping equipment
  - Fireworks
  - Stolen items

This process will be governed by internal procedures and will only be undertaken by designated staff (A member of the Pastoral Team or Senior Leadership Team). The school may give due regard to police involvement or initiating safeguarding processes and will contact parents accordingly.

### **The School's Behaviour for Learning Policy**

This is available on the school website, and can be requested in paper form at any time. Students are regularly reminded of the school's expectations in assemblies, form time, in lessons and in meetings where necessary.



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## ***Appendix: specific rules communicated to students***

### ***Introduction***

Our rules, and the consequences for breaking them are summarised in students' assemblies and in form time. The following list gives more information about some of the rules we regularly reinforce. When rules are broken students receive a sanction in line with our sanctions system. Where student meet our expectations, students will be praised.

### ***Uniform & appearance***

Uniform must be worn at all times on the way to and from school and when representing the school off site. When non-uniform items are worn they may be confiscated and parents/carers may be asked to collect them from school. Where the correct footwear is not worn, students may be required to wear the correct uniform on loan from the school for that day.

Hair must be appropriate for a smart, professional environment and must not be extreme in style or length. It should not be cut shorter than a number 2 and must not be shaved or patterned. This also applies to shaved eyebrows. Hair must be a natural colour. Only plain, (Blue or black) functional and safe hair accessories are allowed.

Jewellery which is not permitted and in our guidelines will be confiscated. It will be returned at a mutually agreed time unless there are exceptional circumstances.

Students wearing makeup will be asked to remove it or directed to the behaviour team where stocks of makeup remover & nail varnish remover are held. False nails and French polish are not permitted.

### ***Mobile phones and electrical goods***

Phones with a video or photo taking capability can easily be misused in a school setting. They will always be confiscated if seen on school premises. Further sanctions will be taken if the item is being used in a way detrimental to good order. If a phone is used or seen during the school day it will be confiscated.

Confiscated items will usually be returned at the end of the week, but parents can come to the school to collect the confiscated item at any time between 8.00am and 3.40pm.

Refusal to hand over a mobile phone may result in isolation, or even exclusion.

### ***Inappropriate language***

Any student heard swearing will be reprimanded by the teacher at the time. Verbal abuse towards other people is not acceptable and will be dealt with via our sanction system. The teacher will use their judgement to set an appropriate sanction for swearing or inappropriate language.

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### ***Damage to property***

The teacher at the scene should assess if the act was accidental or deliberate. Reckless or deliberate damage will receive a sanction. Damage should be dealt with by the Head of Department in charge of that teaching area. Students will be billed for any subsequent costs incurred for replacement or repair.

Any student caught vandalising property within the school will be billed for any subsequent cost of repair and be dealt with according to our sanctions system.

### ***Truancy***

Parents are requested to contact the school via the absence line on the morning of the first day of any absence. Students caught avoiding lessons, truanting, or repeatedly refusing to give reasons for absences will be dealt with via our sanctions system.

### ***Misuse of computer equipment***

The school has a clear policy on misuse of computer equipment. Misconduct in this area such as (hacking) or improper use of the internet can result in loss of privileges and will be dealt with via our consequences system according to the severity of the incident. (Please see the IT user agreement).

### ***Offensive conduct to other students***

This includes bullying (physical or verbal), including racial, cultural, gender, disability or relating to sexual orientation. Any bullying or harassment will not be tolerated and is always serious. Unacceptable behaviours are detailed in the school bullying policy.

If a student is harassed physically or verbally within the school they should bring this to the attention of a member of staff so the appropriate action can be taken. Using retaliation to deal with the matter may lead to a consequence to both parties involved.

### ***Offensive conduct to member of staff***

Abusive language/rudeness or defiance towards a member of staff is very unusual and very serious. Students defying a member of staff or using foul language to a member of staff can expect to face serious sanctions up to and including permanent exclusion from school.

Threatening or aggressive conduct or damaging conduct, or repeated misconduct of this sort will also be treated very seriously.

Violent conduct towards staff, harassment of a member of staff or their property or family of any sorts, including beyond the bound of the school day or term would be a very serious offence and would most likely result in permanent exclusion from school.

Offensive conduct to staff will be dealt with by a member of the Leadership Team in line with our sanctions system which could result in permanent exclusion for certain single one-off serious incidents.

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### ***Deliberate classroom disruption***

Classroom disruption is unacceptable as it disrupts the learning of others in the classroom. This will initially be dealt with by the classroom teacher, and escalated if the behaviour persists, in line with our sanctions system. Students will be sent to a safe room or relocation if they disrupt the learning of others in any way, and an appropriate sanction will be set as a result of this.

### ***Theft***

All cases involving theft including taking property without permission will be investigated by a senior member of staff. Once the investigation takes place, parents and the police will be informed.

### ***Smoking / vaping***

Smoking / vaping is not allowed on the school site or in school uniform off site. Students who are caught smoking, or part of a group in which people are smoking will receive a sanction.

### ***Alcohol- & drug-related offences***

All instances suspected to involve alcohol, drugs or substance abuse will be dealt with seriously. When a substance is not illegal but thought to be a danger to the individual or others, confiscation will be followed by some form of sanction. In cases where illegal substances are involved the Police may be informed. Consuming an illegal substance while under school jurisdiction, or purchasing such a substance, or being under the influence of such a substance are all serious offences and may lead to permanent exclusion.

Any involvement in supply of illegal substances is extremely serious and is likely to lead to permanent exclusion. This would not necessarily be restricted to the sale of drugs to others. Sharing an illegal substance or making an arrangement to sell a substance off the school premises, or intent to supply are also both illegal and of utmost seriousness and may lead to permanent exclusion.

### ***Possession or use of an offensive weapon***

An offensive weapon is anything used as a weapon or to intimidate others. This includes replica items. Items within the category of weapons would include knives and blades of any length, catapults, any items capable of firing a projectile, fireworks and any noxious substances such as are inappropriate within the school confines. The weapon will be confiscated and parents will be invited to collect it, the weapon will be disposed of or handed to the Police. The student will be given an appropriate sanction. This will depend on the degree to which the item was used to cause alarm or harm to others; the degree to which the student carrying such a weapon intended to use it to cause harm or alarm to others; and the potential for the item to cause harm and alarm to others. Bringing dangerous weapons onto school premises, such as knives and blades, is likely to lead to permanent exclusion. Laser light pens are potentially highly dangerous, even if students have no intent to use them in an offensive way. Possession by students or use on school premises is very serious and will lead to an appropriate sanction.

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***Possession of other offensive items***

Possession of pornography, racist or inflammatory literature or ephemera, is forbidden and the consequence will depend on the degree to which the misconduct would cause real or potential harm. Exclusion may apply, but each case will be considered on its merits .

***Obstruction of justice***

If serious misconduct has occurred, students are expected to be helpful to staff investigating. Students who wilfully conceal important information will face a consequence. The level of co-operation offered by a student facing an investigation will be taken into account in determining the severity of sanctions imposed.

***Fizzy / energy drinks***

No fizzy drinks or energy drinks are permitted on the school site. All such drinks will be confiscated if seen.