



Nailsea School

# Behaviour and Rewards Policy

Headteacher Mrs D. Elliott

ASPIRE | BELIEVE | SUCCEED

## **Student Behaviour Policy**

### **1. INTRODUCTION:**

All students are entitled to every possible opportunity to learn during their time at the School. It is the right of every student to learn without hindrance from other students, and the responsibility of every student to co-operate with staff and fellow students to ensure the best conditions for learning exist. The School will strive to maintain an atmosphere in which all staff and students can work to the best of their ability and have a positive experience. The aim of the School is to be a positive and inclusive environment for all

### **2. AIMS**

2.1 To support student's development into successful learners who set no limits on what they can achieve

2.2 To provide a well disciplined working environment in which students can learn.

2.3 To achieve the highest possible standards of behaviour in the School.

2.4 To promote self-discipline and respect for others among the students.

### **3. OBJECTIVES**

3.1 To provide a safe and happy environment for students and staff

3.2 To establish clear systems and procedures for dealing with student behaviour

3.3 To make clear to staff the lines of referral and responsibilities in relation to student behaviour

3.4 To enable all staff to consistently and fairly apply the School's disciplinary procedures

3.5 To enable all staff to consistently reward students for their good behaviour

3.6 To make clear to students the high expectations of their behaviour and the difference between 'right' and 'wrong'

3.7 To ensure good behaviour is recognised and celebrated

3.8 To work collaboratively with parents and all stakeholders to ensure positive behaviour

### **4. RESPONSIBILITIES**

4.1 The behaviour of students at the School is the responsibility of everyone; all staff should challenge students who they see contravening School rules. Students also have a responsibility to alert staff to inappropriate behaviour.

4.2 The behaviour of students in class is first and foremost the responsibility of the classroom teacher. Persistent poor behaviour should be referred to the Subject/Faculty Leader or Head of House in partnership with the Behaviour for Learning Procedures. They should take appropriate steps to remedy the problem, including administering an appropriate sanction. Parents should be informed of any behaviour which gives cause for concern.

4.3 In most cases the school operates an incremental system of sanctions, based on applying an appropriate and consistent response to poor behaviour. We always condemn the behaviour and not the person. These range from:

- Verbal warning,
- Continued poor behaviour (C1)
- Persistent poor behaviour (C2 Informal detentions)
- formal detentions (C3 – C5 detentions)

- internal suspension - (C6)
- fixed term suspension. – (C7)
- permanent exclusion of a student – (C8)

Students who continue to demonstrate poor behaviour that impacts their learning and on the learning of others, or that is not consistent with maintaining respect, good order and discipline may be placed on the appropriate stage of the disciplinary stage (see Appendix 1).

4.4 In cases of extreme behaviour the Head of House or senior member of staff may be involved. If assistance is needed members of staff may activate the 'on call' system and the 'on call' member will attend.

## **5.0 CODE OF CONDUCT**

The school Code of Conduct for students is as follows (appendix 2):

### **We expect you to:**

- Be polite
- Show respect for others
- Allow others to learn without distraction
- Try hard and do your best
- Respect property and the school environment
- Wear your uniform correctly
- Attend school and be punctual

### **We will:**

- Treat you fairly and with respect
- Teach you well
- Give you praise and encouragement
- Help to make you feel safe
- Give you support when needed
- Provide a clean, safe and tidy environment

### **Around School:**

- We are mobile phone free
- Keep to the left in corridors
- Move directly to your next lesson in an orderly way and behave sensibly
- Eat and drink in designated areas only
- Fill your water bottles only at break and lunchtimes
- Retrieve your belongings from lockers only at break and lunchtime in readiness for lessons
- Stay away from out of bounds areas

This is the home school agreement that parents/carers/guardians and students are signing up to upon entry to the school.

These messages will be reinforced and signposted to students through our House Charter in assemblies and around school site.

### **House Charter (appendix 3):**

I am a resilient learner – I always try my hardest and learn to the best of my ability

I am here to learn: I do as I am asked, the first time I am asked

I am always in the right place, at the right time, doing the right thing

I use appropriate language, I do not shout and I am polite, saying 'please' and 'thank you' when I know I should. I keep inappropriate comments to myself

I always have the correct equipment for lessons (pen, pencil, ruler, calculator)

I always look smart and I am ready to learn (correct uniform, no chewing gum, no swinging on chairs, no mobile phones, headphones or ipods)

I respect other people and consider the effect of my actions on those around me, including my use of social media

I take pride in my work, including presentation

I am responsible for my learning and complete my homework on time. I do not disturb or distract others when they are learning

I know and understand what my 'next steps' are, to be successful in my future life

## **6.0 MOBILE PHONE FREE SCHOOL**

6.1 Nailsea School is a mobile free zone as part of our safeguarding and participation agenda. Students are able to have phones in their bags, switched off, and use them once they have left the School building at the end of the school day. Our tag line is 'Off and away for the whole school day, don't just lock it and stick it in your pocket'.

6.2 Where a student is seen using a mobile phone after the first school bell (8.35am) until out of the classroom at end of school bell (3pm), the mobile phone will be removed and placed in a secure lockbox. The student can collect this at the end of the day. If there is repeated use of mobile phone, the parent/carer will be contacted to collect the phone.

6.3 If a student needs to use a telephone during the school day to contact a parent/carer, a telephone will always be available in the Main Reception or their Head of House Office. Urgent messages from parents/carers for their child can also be left at Reception

6.4 Sixth Form students may use their mobile phones in the Sixth Form area only. Those seen using their mobile phone will be asked to put it away. This will be logged on Classcharts and repeat offenders will be placed on a Sixth Form behaviour stage.

## **7.0 LESSONS**

### **Teachers are expected to:**

- Be punctual in arriving and beginning lessons.
- Implement clear routines as set out in the teaching framework for the conduct of lessons and maintain an orderly atmosphere in which all students feel safe and able to learn.
- Teach lessons which challenge, interest and stimulate all students, set targets for each student which are realistic and achievable.
- Apply rewards and sanctions in accordance with School policy.

- Maintain high expectations and standards in all their teaching.

**Students are expected to:**

- Attend all lessons and arrive on time
- Bring the correct equipment
- Line up outside the classroom
- Remove coats and bags and take out equipment
- Sit where told to do so by the teacher
- Remain seated unless they have permission to get up
- Put their hand up to ask questions
- Follow instructions given by staff
- Speak politely at all times
- Adhere to the mobile phone agreement
- Work hard and do their best

**8.0 Our School values (Appendix 4)**

Nailsea is a school at the heart of the community.

At Nailsea we have an achievement focused culture where there is no ceiling on what our students can accomplish. We will never compromise on excellence so that all students thrive and achieve their absolute best.

Through high quality teaching, strong pastoral systems and a focus on personal and social development we seek to prepare each unique student for the bright and optimistic future they have ahead of them.

When we **aspire** and **believe** together, our community **succeeds**.

Our core values underpin students' experience at Nailsea School. Our five core values are:

- Ambition
- Respect
- Kindness
- Pride
- Community

<https://www.nailseaschool.com/about-us/vision-values/>

## **9.0 BETWEEN LESSONS**

Students are expected to behave in a sensible manner. Staff have a responsibility to ensure orderly conduct. Movement along corridors, keeping to the left on stairs and corridors, entry to and exit from classrooms, should be orderly and have regard to the Health and Safety regulations including not running.

### **Classroom Entry Routines**

#### **Teachers will:**

- welcome students at the threshold of the door and the corridor
- have planned a 'Do Now' task for students to complete
- Check uniform expectations on arrival

#### **Students will:**

- enter the room straight away
- go straight to their seats and take equipment out of bags
- remove all outerwear and begin the 'Do Now' task

### **Classroom Exit Routines**

#### **Teachers will:**

- dismiss students from the door (at the correct time), helping to monitor the corridor
- only dismiss once class is silent and ready, row by row
- check uniform expectations on exit

#### **Students will:**

- ensure all equipment is packed away and the room is tidy
- stand quietly behind their seats to be dismissed
- enter the corridor calmly, keeping to the left and walking purposefully to the next lesson

## **10.0 OFF SITE**

While travelling to and from the School (using school, public or own transport, or walking) students should recognise that they are representing the School and the community and that orderly, cooperative behaviour is expected at all times.

The highest standards of behaviour are also expected from all students participating in visits and activities arranged by the School during and outside hours. Although all such trips will be supervised by staff, students may be given considerable freedom at times when they will be expected to take responsibility for their own behaviour; any abuse of this will be viewed extremely seriously.

All students are required to remain on the School site at morning break and lunchtime unless specifically permitted to be off site; during these times students may use school facilities only in the manner and at the times stipulated by the supervising staff.

If a student is in School uniform off site they are still representing the School and therefore the School has the right to discipline for any poor behaviour that may take place off site or/and out of school hours.

## **11.0 BULLYING** including all forms of harassment

The School is committed to providing a caring, friendly and safe environment for all of our students so that they can learn in a relaxed and secure atmosphere. We are a TELLING SCHOOL. Bullying or child on child abuse of any kind is unacceptable at our School. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively.

The School safeguards the welfare of students whilst in the School, through positive measures to address bullying, especially where this is by any aggravating factors.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding personal possessions, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist/Fascist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments, including upskirting
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing
- Cyber - all areas of the Internet, such as email and Internet chat room misuse, social media. Mobile threats by text messaging and calls. Misuse of associated technology, i.e. camera and video facilities

The School will prevent bullying through:

Teaching – Within the curriculum and ABSolute curriculum we will encourage students to talk openly about bullying, promote tolerance and sensitivity; to recognise its many forms, to realise its consequences, to encourage incidents to be reported and to discuss ways of handling bullies.

Safety – The School has high expectations of good behaviour both in and out of lessons.

Vigilance – All staff will be vigilant for signs of bullying in lessons and around school.

Telling – We will actively encourage young people to report bullying incidents by telling a member of staff.

Action – We will give bullying incidents a high priority in being seen to follow up and to take action.

The constant vigilance of all staff is essential in providing a secure environment. Staff will watch carefully for early signs: name-calling, taking of property and acting promptly before it develops into something more serious.

When approached by a student who has been bullied, staff will respond positively and effectively by:-

- Listening to what is reported without delay, interviewing all those concerned to establish what has happened
- Reassure the victim that the matter is being dealt with
- Keep a record of what has been said and inform the tutor
- In all cases, the bully will be sanctioned appropriately and the victim provided with support
- If the bullying persists the Tutor should advise the appropriate teachers
- More serious or persistent cases should be referred directly to the Head of House. A safeguarding concern will be recorded
- In extreme cases the Senior Leadership Team (SLT) should be informed and may become involved. This may result in being placed in internal suspension (C6) or an external suspension (C7)
- In all cases parents will be informed
- After the incident has been investigated and dealt with monitoring should take place to ensure that repeat bullying does not occur

## **12.0 SMOKING/VAPING AND ALCOHOL CONSUMPTION**

Smoking/Vaping and drinking alcohol on or near the School site, or whilst participating in any activity arranged by the School, is forbidden. The School's ABSolute programme will explore issues relating to smoking/vaping and alcohol with students.

Students found smoking/vaping or drinking, or in the company of smokers or drinking alcohol on or near the School site, may be issued with a serious sanction (C5 minimum).

If we have concerns or have been given any information that suggest that a student may have possession of any paraphernalia, we will search a student's belongings and may inform the police where necessary.

### **13.0 ILLEGAL DRUGS**

The Trust has a Drugs Policy outlining the steps that will be taken when dealing with drug-related incidents. The supply of illegal drugs will result in permanent exclusion. Possession or misuse may result in permanent exclusion.

<file:///H:/Chrome%20downloads/Drugs-Policy-2021.pdf>

### **14.0 REWARDS**

It is important that we recognise the achievements of all students and celebrate their success. Rewarding students is important in encouraging a positive ethos within the School and in motivating students in their learning. Rewards can be gained for achievement +/- or progress in academic work, demonstrating school values, extra-curricular activities, House competitions, services to the community and good attendance. A range of rewards operates within the school:

- Verbal Praise
- Communication home
- House Points - are recorded on Classcharts and accumulate towards a series of awards and events. These are acknowledged in assemblies, newsletters and at reward events
- Praise Postcards
- Reward intelligence events on Classcharts
- Stars in the newsletter
- Headteacher Commendation
- Invitation to reward events

### **15.0 ATTENDANCE**

Good attendance is expected from all our students. Attendance is expected to be 96% or higher. Students are expected to be punctual to school and all lessons. If a student is consistently late for lessons, the student will be placed on a punctuality report card by the tutor. If this problem persists, the Head of House may become involved. Lateness to school with no valid reason will result in a late detention after school with the Head of House. Poor attendance may result in being placed on the disciplinary scale (please see attendance policy).

### **16.0 SANCTIONS**

The Behaviour for Learning Procedures clearly strives to sanction students quickly, calmly & at minimal disruption to other students learning. These courses of action must be appropriate to the behaviour, be applied calmly and be explained to the student(s) at the time. These may include but are not limited to:



- Verbal warning and reprimand
- Loss of Social Time: Students may be detained by staff at morning break or lunchtime or after school (up to 20 minutes)
- Restorative justice meeting (RJ)
- Detention: The School operates weekly, lunchtime and after school detentions. Parents and students are notified of detentions via Classcharts. Late detentions are also issued on a weekly basis for lateness to the School.
- Report: monitoring of persistent misbehaviour, punctuality, a serious incident or truancy.
- Withdrawal from lessons: on occasions it may be appropriate for a student to be withdrawn from lessons and be in the Internal Exclusion (IE) room. This is an opportunity for the students to reflect and restorative work with the students and staff member to take place as a follow-up.
- On Call: In a situation where a student has been unable to correct behaviour or refuses to follow instructions while 'parked' (this is moved from the student's main class into an alternative class) in the Department/Faculty area, On call may be activated. On Call may result in a student spending time in Internal Exclusion.

Our Behaviour Stages (see appendix 1) states supportive interventions and sanctions placed in line with the number of behaviour points a student may acquire or incidents.

## **17.0 ADDITIONAL STRATEGIES TO IMPROVE AND ENSURE GOOD BEHAVIOUR**

### **Internal Exclusion (IE)**

Internal Exclusion exists to provide those students who are withdrawn from normal lessons as a result of misbehaviour +/- or infringement of school rules. Internal Exclusion provides an important part in giving students support, reflective time and support re-integration back into lessons to prevent further concerns.

Students may be placed in Internal Exclusion for the following reasons:

- Serious or persistent disruption to the learning of others
- Refusal to obey reasonable instructions given by a member of staff
- Major or persistent flouting of uniform requirements
- Failure to correct behaviour after being sent to the Department/Faculty allocated room
- Serious incident of bullying or harassment
- Serious misbehaviour
- Prolonged or repeated truancy
- Awaiting exclusion from school
- Reintegration following an exclusion
- Smoking or alcohol related incidents

Only members of SLT, HOH or 'on call' can place a child in Internal Exclusion. Students who attend IE are set work and are required to remain within IE for the specified time. Parents are informed if their child has been placed in IE.

## **18.0 EXCLUSION**

To allow effective teaching and learning to take place, as a last resort, there may be circumstances whereby an exclusion will follow, this may be:-

- In response to significant breaches of the School's Behaviour and Rewards Policy If allowing the student to remain in the School would seriously harm the education or welfare of the student or others in the School.

### **18.1 Roles and Responsibilities**

The decision to exclude a student from the School can and will be taken by the Headteacher or, in their absence, a senior member of staff to whom they have delegated the authority to exclude.

### **18.2 Deciding whether to exclude a student**

The decision to exclude a student is a matter of judgement having taken into account the likely impact of the misconduct on the life of the School and the learning of others. This may include behaviour on the School premises or during School visits and residential activities that is in breach of the standards of behaviour expected by the School. Before reaching a decision to exclude either permanently or for a fixed period all relevant facts will be considered alongside any evidence as may be available to support the allegations made, taking into account the School's behaviour policy, code of conduct and Behaviour Learning Procedures. Student's behaviour outside the School will be dealt with in the same manner as behaviour inside the School where it is considered that there is a clear link between the inappropriate behaviour outside the School and maintaining good behaviour and discipline among the students as a whole. Poor student behaviour in the immediate vicinity of the School or on the journey to and from the School may also result in exclusion.

### **18.3 Permanent Exclusion**

Permanent exclusions will normally be used only as a last resort when a range of other strategies have been exhausted. In exceptional circumstances, the Headteacher might consider it appropriate to permanently exclude a student for a first or one-off offence. Such circumstances might include:

- Where there has been serious actual or threatened violence against another student or member of staff
- Sexual misconduct
- Supplying an illegal drug in line with the School Drugs Policy
- Carrying an offensive weapon
- Any severe form of bullying or harassment
- Any action resulting in a serious health and safety issue

In cases where a criminal offence has taken place, the police may be informed and where appropriate, the Youth Offending Team, Social Services or any other outside agency involved with the student.

### **18.4 Fixed Term Suspension**

The Headteacher may exclude a student for up to 45 days in any one School year. Generally fixed term suspensions will be for between one to five days. A serious incident can trigger a Stage 4 at the Headteacher's discretion.

### **18.5 Procedures following a fixed term Suspension**

The parent/guardian/carer will be informed of the period of the suspension and the reasons for it. During this process the School will ensure that the parent/guardian/carer is informed of their duties in the first five days. Where the exclusion is for a period of between one and five days the School will set work and arrange for it to be marked. During the period of suspension the School will consider strategies to address the student's problems and identify any support that may be necessary to promote a successful reintegration. The parent/guardian/carer has the right to make representations about the suspension to the Discipline Committee of the School Trust. Should any parent/guardian/carer refuse to comply with the terms of the suspension, the School may notify the

police if the School considers the student or any other person may be at risk as a result of a failure to meet the terms of the suspension.

### **18.6 Reintegration**

A reintegration meeting with parents/guardians/carers will be held during or following the expiry of all fixed-term suspensions. The student should normally attend all or part of the meeting. Upon return from fixed-term suspensions an Individual Education Plan may be discussed, agreed and signed by the student, parents/guardians/carers and the School. This will identify the issues leading to the suspension and outline a clear set of expectations for a smooth and successful reintegration. A range of additional strategies to support the reintegration process may be identified. Upon return from a fixed term suspension the student will be placed in Internal Exclusion for a period of time to ensure reintegration into lessons is successful. This time may vary from part of the day up to several days depending on the incident & support needed during reintegration.

### **18.7 Other considerations**

The School will implement its behaviour and discipline policy with due regard to the implications arising from the Special Educational Needs and Disability Act 2001, the Race Relations (Amendment) Act 2000, the Human Rights Act 1998 and any other relevant legislation. The School will be sensitive to the needs of children in the care of the local authority when excludable incidents occur.

### **18.8 Alternatives to exclusion**

The School is committed to using exclusion as a last resort. Alternatives will always be considered and may include:

- restorative justice processes
- withdrawal to Internal Exclusion
- a managed move to another school or Pupil referral unit (PRU)

### **18.9 Procedures for review and appeal**

The Governors will make provision for arrangements to review promptly all permanent exclusions and all fixed-term suspensions totaling over 15 days in a School term. Where there are 5 or more but not more than 15 School days in one term a governors disciplinary meeting may be held. The School can hold a Governors meeting before this time if there are concerns about a student.

### **19.0 MONITORING**

Student behaviour is monitored in the following ways:

- Learning Card – this may be used to monitor behaviour +/-or punctuality/attendance. Specific targets will be outlined on the card and monitored by the student's Tutor and Head of House.
- Electronic Behaviour Log (Classcharts)– following an incident requiring a disciplinary measure staff are required to record the incident on the student's Classcharts. Each behaviour incident has a set number of behaviour points that are linked so that a consistent, fair approach is taken for each incident.
- Round Robins- this is used by Head of House/tutor/SENCO or Student Welfare and Inclusion team to carry out a check on the progress of individuals. Each person who teaches the student is asked to fill one in and comment on the student's attitude to work, effort, behaviour, homework and attainment in relation to potential.
- Individual Learning Plan (ILP) – are called Learning Plans on Provision Map and they are for all students on the SEN register. For those who are not on the SEN register but have noted needs are given a 'passport' so that teachers are aware.
- Individual Education Plan (IEP) – this is a school-based intervention to help individual students better manage their behaviour. It is used in particular for those whose behaviour is deteriorating rapidly. It should be set up automatically for a student who has several fixed period suspensions or

who has been otherwise identified as being at risk of failure at school through disaffection. It will be drawn up and monitored by the Head of House in discussion with the student and their parents. Other agencies may be involved in the agreed support programme as appropriate. The IEP may also be completed in conjunction with a Early Help Assessment (EHA) which promotes a dialogue with all relevant parties to inform future strategies and next steps.

- Provision Map – This is a central system which holds information about all students in the school and any provision or interventions they have had or are currently having. It holds Learning Plans, pupil passports, medical care plans, pastoral care plans. The system allows the School to review these plans amend/update and track provisions.

## **20.0 RECORD KEEPING**

It is important that records are as detailed as possible and include statements where appropriate. Student behavioural records are kept in the following ways:

- Incident/Conduct Log – incidences reported are kept as a log on a computerised system (Classcharts). Each behaviour incident has a set number of behaviour points that are linked so that a consistent, fair approach is taken for each incident.
- Main School Files – any reports or referrals on a student will be kept in their main school file.
- Confidential Safeguarding File – any information of a confidential or sensitive nature will be kept on an online system, Safeguard My school and/or in file in a Confidential File which is held in the Assistant Headteachers Office.
- Provision Map – any information regarding provision and interventions

It is important that records are as detailed as possible and include statements where appropriate.

## **21.0 INVOLVING PARENTS/CARERS/GUARDIANS**

An effective partnership between school and parents is essential to the maintenance of good behaviour and positive discipline. A Home School Agreement is issued on entry which outlines shared responsibilities. Parents will be invited into the School when the behaviour of their child gives cause for concern and will be involved in devising strategies to address this. The School also undertakes to inform parents where appropriate, by letter or telephone, of any concerns or disciplinary action. Staff should also aim to inform parents of their children's positive achievements.

## **22.0 INVOLVING EXTERNAL AGENCIES**

In circumstances where parents are unable to support their child and work proactively with the School a referral with regards to the student welfare may be made to external agencies through the Early Help Assessment process. In situations where the behaviour of a student continues to be a cause for concern a referral may be made to an external agency for advice and/or intervention. Referrals will be directed by the Assistant Headteacher in liaison with the SENCO and Head of House.

## **23.0 MONITORING AND EVALUATION**

The implementation of this policy will be reflected in our working practice and therefore kept under review by the Senior Leadership Team. The policy will be reviewed on an annual basis by the Governors. This policy is written in accordance with the Wessex Learning Trust Behaviour Policy.

Author: D Graffagnino

Date: 20.5.22

Governor signatory: J Hopkinson

Date: 21.7.22

Next review date: May 2023

## Appendix 1: Disciplinary stages

Stage and points based	Level of involvement	Actions	Communication
Stage 0	Tutor level Faculty level	Contact home by Tutor or Faculty	
Stage 1: (50-70) behaviour points	Tutor level HOH level	Letter home from HOH	
Stage 2 (100-120) behaviour points or suspension	HOH level	IEP (HOH meeting) Look at Nailsea inclusion stage for menu of support	Letter home from HOH
Stage 3 (150-170) behaviour points	HOH level	Provisions review (HOH meeting) Look at Nailsea inclusion stage for menu of support	Letter home from HOH
Stage 4 (200-220) behaviour points and one-off serious incident	HOH level AHT level 1 Governor behaviour review meeting	Provisions review Look at Nailsea inclusion stage for menu of support	Letter home from Governor
Stage 5 (250+) behaviour points and one-off serious incident or persistent breaches of the school behaviour policy	HOH level AHT level WLT behaviour tribunal meeting (1 WLT representative)	Provisions review Look at Nailsea inclusion stage for menu of support	Letter home from WLT
PEX (One-off serious incident or persistent breaches of the school behaviour policy)	3 Governors and Headteacher to attend		Letter home from HT

N.B. Behaviour points are linked to the sanction e.g. C2 behaviour is 2 behaviour points, C5 is 5 behaviour points. Reasonable adjustments around the number of behaviour points accrued may be applied for some priority learners.

## Appendix 2:

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**Appendix 3**

**House Charter:**

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I am responsible for my learning and complete my homework on time. I do not disturb or distract others when they are learning

I know and understand what my 'next steps' are, to be successful in my future life

**Appendix 4**

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