



Behaviour Policy

'This is a very well written policy which allows behaviour to support our learning'
Brooke McGee, JLT Teaching and Learning

'The rules and sanctions in this policy are fair and effective for an excellent school'
Chloe Hawthorn, JLT Student Matters

Rationale

The policy must:-

- Relate to the school's vision and mission statement;
- Fit national, local and institutional sanctions/guidelines;
- Help students, staff and parents have a sense of direction and feeling of common purpose.
- Mirror the 'pastoral manual.'

Aims

- Encourage a calm, purposeful and happy atmosphere within the school.
- Foster positive, caring attitudes towards everyone where achievements at all levels are acknowledged and valued.
- Encourage increasing independence and self-discipline so that each student learns to accept responsibility for his/her own behaviour.
- To have a consistent approach to behaviour throughout the school with parental co-operation and involvement.
- To make boundaries of acceptable behaviour clear and to ensure safety.

Redden Court School students are expected to be responsible for their own behaviour. They should have respect for themselves, respect for others, for the environment in which they work and the wider community.

Rewards

Praise and appreciation should be expressed to give encouragement and positive reinforcement. Our present rewards system includes:

- Verbal praise, either personal or public
- Points on Go4Schools
- Letters home for good progress
- Positive comments in Student Planners, exercise books, and students' work
- Praise postcards
- Spotlights in Assemblies
- Headteacher's Commendations



- High Achievers Award
- Recognition at Prize Giving
- Jack Petchey
- Attendance Badges
- Student of the month
- Prefect status
- Good references
- Go 4 Schools referrals
- Form Representatives
- Calls home to parents

Respect

This is shown by a positive and active involvement in class work and school life. Inside the classroom all those present should promote the learning process.

All members of the school community should be treated with respect. This is shown by the way that we speak to each other and by being courteous, well mannered and by showing regard for the feelings of others.

If this does not happen,

- incidents will be treated seriously and investigated
- attempts will be made to settle disputes in a reasonable way
- both sides in a dispute may be brought together under supervision to see whether working relationships can be restored through reconciliation (restorative justice).

Respect for the environment

Everyone is responsible for ensuring the school environment is pleasant and respected.

If this does not happen, everyone has a less pleasant environment in which to study and work. Incidents of deliberate damage will be investigated thoroughly. Any student found wilfully damaging the environment would be expected to put right the damage which has occurred and be subject to a significant sanction, as well as paying any costs.

Attendance and Punctuality

The school is required by law to keep a record of student attendance as outlined in the Attendance Policy. In an emergency, such as a fire, it is essential that we have an accurate record of who is in school. Good attendance and punctuality are essential for good learning. They are also essential working habits for later life.

If students are late or do not attend:



REDDEN COURT SCHOOL

Committed to Success for All



- Parents/Carers should telephone the school in the morning on the first day of their child's absence
- Any absence needs to be explained, on return to school, by a letter from parents/carers
- Parents/Carers should contact the school again if an absence is more than three days. If they do not do so, the school will make attempts to contact them
- The Education Welfare Officer may be asked to call at the student's home

On return to school, it is the student's responsibility to seek advice on completing any work missed. If a student is late to class, he/she must catch up on work missed. The subject teacher may give a break or lunchtime detention in order to ensure that this is done.

Serious lapses in punctuality will be referred through the Form Tutor to the Pastoral Team, and possibly to the Educational Welfare Officer. Parents/carers will, in most cases, be given twenty-four hours' notice of any after-school detention. However, in some circumstances a student may be kept in on the same day and the school will endeavour to inform parents if this is the case.

We strongly discourage parents/carers from taking their children out of school for holidays or family outings during the school term. In most cases, unless there are extenuating circumstances, these will count as an unauthorised absence.

Home Learning

Students should always write home learning in their planner and include the deadline by which the work has to be handed in. Parents/carers should sign the planner each week to show that they have seen it. Parents/carers are encouraged to contact the school if it appears that homework is not being set.

All home learning must be completed by the due deadline. Students are encouraged to plan out their homework and coursework. They will feel under enormous pressure in Years 10 and 11 if they are trying to catch up on coursework that should have been done earlier. The school does provide advice on study skills to help in this respect and homework club for all students in the Learning Resource Centre.

Home learning should be dated and well presented. If it is finished within the recommended time, reading and extra revision can be completed. We have an online system called 'Show my Homework' which is used by staff to set home learning so that students and parents can track when home learning has been set and when it is due.

Ultimately it is the student's responsibility to complete home learning on time and to the standard expected by the school.

If home learning is not completed:

- Parents/carers may use the Student Planner to write an explanation if there is a good reason why a child was unable to complete their home learning.
- The teacher should be told before or at the beginning of the lesson
- The student may need further assistance from the teacher. However, if this is the case then



another date for completion can be agreed

- The teacher will establish a new date by which the work will be completed
- The teacher may record non-completion of work in the Student Planner so that parents/carers will see it
- The teacher may keep the student in detention at lunchtime or after school to complete the work

If there are serious lapses in a student's record for completing homework, the matter will be referred to the relevant Head of Faculty, and/or the Pastoral Team and SLT.

Uniform and Appearance

Please see the School Uniform Code on the school's website.

Students who flout the rules regarding uniform will be kept in isolation, or sent home until a concern about their appearance has been resolved. Parents/Carers will be contacted if this is the case. Persistent offenders will be given an automatic after school detention and an exclusion may be applied.

Behaviour for learning

Our approach is a positive one which emphasises the benefits for the whole school offered by an appropriate standard of behaviour. Please see the School Code of Conduct.

Unacceptable Behaviour

Unacceptable behaviour includes:

- Behaviour which prevents learning from taking place
- Behaviour which places the student or others in danger
- Behaviour outside of school that impacts on the well being in school
- Bringing into school any harmful or illegal substances
- Bullying (the school has an anti bullying policy)
- Deliberate damage to property
- Theft
- Racism
- Sexual harassment
- Any form of physical or verbal abuse
- Misuse of the internet and/or mobile devices/phones
- Smoking on the premises, or on the way to and from school - with cigarettes or any smoking related paraphernalia
- Chewing gum

The use of any fire lighting equipment for smoking or otherwise on the school premises is regarded as a fire risk and will be subject to a significant sanction such as a fixed-term exclusion.

Unacceptable behaviour:



- Will be investigated thoroughly and records kept usually with the use of a referral
- May result in a student being withdrawn from a lesson and placed in internal isolation
- May be reported to the relevant Head of Faculty, Head of Year or the Pastoral manager and parents/carers informed. They will be invited into school to discuss the behaviour of the student concerned.
- May result in a phone call home
- Failure to improve unacceptable behaviour will result in the Senior Leadership Team being informed.

Sanctions which may be applied Include:

- Withdrawal from school teams
- Withdrawal from school visits or journeys
- After school detention following – in most cases following a 24 hours written warning
- Being put on report
- Withdrawal from lessons
- Being asked to sign a written agreement about future behaviour
- Being placed in internal isolation or fixed-term exclusion (i.e. sending the student home)
- If a student does not respond to a number of reasonable strategies and to reasonable expectations, or indeed if a student is involved in a serious incident, the Head Teacher may ask the governors to meet with the student and their family before deciding whether to permanently exclude the student concerned.

Student behaviour: Lesson guidelines

A positive approach

Students should:

- Arrive for lessons on time
- Line up quietly outside the classrooms
- Enter quietly and sit down when asked to do so by the member of staff concerned
- Ensure they are fully equipped for the lesson. Items should include: pens, pencils, rubber, ruler, pencil sharpener, glue stick, dictionary, reading book, planner and calculator
- Remain in their seats. Do not move around the classroom without the permission of the teacher
- Listen and follow instructions first time
- Leave classrooms tidy at the end of the lesson e.g. tuck chairs in, re-arrange any furniture which has been moved, leave no litter
- Respect the furniture building and equipment. Do not write or draw on furniture or equipment, i.e. no graffiti
- Move around the buildings in an orderly way
- Carry correctly completed Student Planners
- Keep exercise books and files neatly - no scribbling on covers
- Not shout
- Not chew gum.

Recording of behaviour



The pastoral team recognise the need to log in detail conversations with students and parents, as well as incidents that occur. This is kept on the google cloud in an area called the 'HOY.' All individual students have a separate log that is dated when each event occurs. This allows the pastoral team to see trends in behaviour and also to use the information when issuing a fixed term or permanent exclusion.

Progression of Sanctions

These sanctions are logged in a behaviour file and added onto the individual HOY of each student. Illustrated below is the example of how the school progresses sanctions in most situations. Each individual incident depending on the situation will be reviewed and the appropriate sanction will be actioned.

Four Senior Leadership Detentions = Head Teacher Detention

Four Head Teacher Detentions = Isolation

Four Isolations = Exclusion

A student can also be issued with a SLT/Head Teacher detention or Isolation. The sanction list above demonstrates where a student has repeated an offence across one academic year.

Key Documents that support this policy

- Pastoral Manual
- Attendance Policy
- Behaviour for Learning Chart
- Behaviour Sanction Flow Chart
- Radicalisation and Extremism Appendix Havering, 2015
- Sexting in Schools and Colleges UK Council, 2016

Review

This policy will be reviewed annually and amended as necessary.

Date of this policy: March 2017

Review Date: March 2018

Reviewed by: Mrs L Sexton, Deputy Headteacher (Pastoral)

Signature of Head Teacher:.....

Date: 23/5/17.

Signature of Chair of Governors:.....

Date: 23/5/17