

# SWALE ACADEMIES TRUST

## Westlands School policy on BEHAVIOUR AND DISCIPLINE

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## **SECTION 1**

### **INTRODUCTION**

Westlands School promotes preparation for responsible adulthood and has:

- a clear philosophy and explicit principles based on commonly-held values of personal development and progress, care for the individual, self-esteem and respect for others;
- a well-organised, secure environment, conducive to learning and the healthy moral and social development that only a long-established school can give; □ a curriculum where high personal achievement is a priority; □ a smart, traditional uniform for all pupils.

This policy is intended to enable pupils, staff and parents to have a clear understanding of all issues relating to behaviour and discipline. It is hoped that this will enable the School to promote among pupils self discipline and proper regard for the School's authority while at the same time encouraging good behaviour and respect for others.

Other related school policies on Bullying, Racist Incidents, Breakages and Damages, Exclusions, Uniform, Charging, Drug Abuse, Equal Opportunities and Use of Reasonable Force are all available on request to the Head of School.

## **SECTION 2**

### **REWARDS**

Westlands School has high expectations of its pupils, all of whom should try hard to value their own achievements, both in and out of the classroom. To encourage them a reward system operates throughout the school.

Pupils are rewarded by staff in a number of ways. These include department postcards, stickers and stampers. Pupils can also be sent to the subject leader or Community staff if they have completed a particularly good piece of work.

The Communities issue postcards and certificates. Those pupils with a clear uniform card are rewarded for their excellent personal presentation and organisation by being entered into a prize draw for a voucher.

The Head of School and Deputy Heads have certificates and £5 vouchers to issue pupils for outstanding achievements.

The school also has a reading scheme and pupils are encouraged to read books and choose small prizes in recognition of the effort they have made.

Pupils with 100% attendance are awarded with a certificate.

Prizes and awards are presented at the Annual Prize Distribution to those pupils whom staff feel have excelled in particular subjects or who have made outstanding effort and progress or who have given exceptional service to the school.

The school is pleased to nominate pupils for external awards relating to work both in school or out in the community. The annual 'Try Angle Awards' are a particular example.

### **SECTION 3**

#### **PUPILS' BEHAVIOUR**

At Westlands School pupils are expected to be pleasant and responsible members of the school community who come to school in a positive, motivated frame of mind, ready and equipped to learn.

There is a clear 'Code for Pupil Behaviour' contained in the Westlands Message and Classroom Code, the main aim of which is to allow every pupil to reach the goal of mature self-discipline. The school has high expectations of all pupils in terms of their behaviour and work.

### **SECTION 4**

#### **CODE OF ACCEPTABLE BEHAVIOUR**

Westlands School Message summarises the school's expectations of the pupils. The intention is to reach a common definition of what the school expects of pupils at Westlands School. At the same time, it recognises that teachers are important role models for pupils to follow in terms of good manners, courtesy and social behaviour.

Westlands School Message is the day to day behaviour guide for pupils. It is set out as follows:

- I will take a pride in being part of Westlands School.
- I will always work to the best of my ability.
- Nothing I do or say should cause hurt or unhappiness to any other member of Westlands School community.
- I will try my best to treat everyone and everything with care, courtesy and consideration.
- I will remember that every public action of mine outside school is judged to the good or harm of the whole school community.
- We all have a part to play in achieving a successful and happy school.

- There may be times when I might not live up to these standards. When this happens I will be honest with myself and with others, admitting my mistakes and doing all in my power to put things right.
- Remember: My school concentrates on the success and achievement of individuals and not their failure.

Westlands Classroom Code is attached.

## **SECTION 5**

### **ACCESS TO THE SCHOOL**

Pupils have free access to most areas of the school. However, there are certain restricted areas and these are listed below. Pupils who go 'out of bounds' may be punished.

1. The reception area and blue carpet area are out of bounds to pupils unless they have to report to the Head of School or the Head of School's Secretary. Prefects and sixth form pupils may use this area. Register monitors may cross this area, but must not be accompanied by friends.
2. The staff stairs leading from the reception area are out of bounds to all pupils except prefects and sixth form students. The door leading out from the reception area to the back path is for staff use only, not pupils, prefects nor sixth form.
3. The quadrangle is only to be used by staff, prefects and sixth form students.
4. Pupils should use only their own designated toilets, i.e. Years 7 and 8 Newlands playground toilets  
 Years 9 -11 Cryalls playground toilets and toilets downstairs in D block  
 Year 12 Toilets upstairs in D block.
5. Pupils must use their own playground and field areas and remain within these areas during break and lunch times – Years 7 and 8 on the back field, Years 9, 10 and 11 on the main field.
6. Car parking areas and 'cycle shed are out of bounds during the normal school day including breaks.
7. No pupil is allowed to leave the school premises during break. Pupils are allowed to leave the school premises during the lunch hour only if they are going home for lunch or have express written permission to leave from a member of staff (normally a 'lunch pass').
8. No pupils should be in classrooms without a member of staff present, but in wet weather we allow this to occur with prefects present.

## **SECTION 6**

### **VALUABLES**

It is useful within this policy to remind parents about valuables and damage.

The school cannot accept responsibility for the loss of valuables which are brought to school, or for damage to the personal property of pupils. Pens, watches and calculators etc. should have their owner's name and postal code scratched, engraved or marked in some permanent way on them for identification.

It is unsafe for pupils to bring large amounts of money to school. If, in exceptional circumstances, this is necessary, it should be carried in a purse, wallet or envelope, clearly marked with the owner's name and handed to the Pupil Support Manager for safe-keeping immediately as/when the pupil arrives in school.

P.E. staff will accept watches and money for safe-keeping (both must be identifiable as mentioned above).

Radios, i-Pods, computer games, personal stereos or other expensive items may not be brought to school. Pupils are not allowed to buy, sell or trade any articles on the school premises or to bring into school any items they have dealt with in this way.

Pupils may bring mobile phones to school if they use them sensibly. Pupils can use their mobile phones on the school site before school, at break-times, lunchtimes and after school.

Pupils must not use their phones in lessons. This includes answering their phone, texting, viewing the screen in any way, or simply having them visible. Phones should be in silent mode and must not disturb learning.

These rules also apply between lessons when pupils are expected to move around the school briskly but safely.

Pupils must not use mobile phones to bully, personally harass or post private information about another person using social media or should they be used to record conversations or take photographs or videos.

When pupils abuse these rules the phone, including Sim card, will be confiscated. Any pupil who refuses to hand over their phone will be placed in the Pupil Support Provision as a punishment, but there will still be an expectation that the same phone is handed in, even if this happens a day or so later.

All mobile phones must be kept out of sight at all times. At no time should students have mobile phones visible in their top blazer pocket or top pocket of their shirt.

Phones that are confiscated by staff will be kept securely and can only be collected by the **parent or legal guardian (no other relative)**.

Parents with extenuating circumstances who are unable to collect a mobile phone can arrange, for a fee, for the phone to be sent home by special delivery, which will require someone to be at home to sign for it.

## **SECTION 7**

### **POLICY ON BREAKAGES AND DAMAGES**

The school's policy on 'Breakages and Damages' is given below as a reminder:

Parents will be liable to pay for breakages, damage, defacement or loss of school property (this includes books, equipment, furniture, fittings and the fabric of the school) where this is a result of pupil's action, whether this is deliberate or reckless.

The charge will be for the replacement of the damaged, broken, defaced or lost item(s) and/or the cost of materials and labour to replace, repair or restore as necessary. A receipt will be issued for all payments made.

## **SECTION 8**

### **HOME TO SCHOOL AGREEMENT**

#### **Parent/Carers/Guardians**

I will/We shall try to:

- See that my child goes to school regularly, on time and properly equipped.
- Inform the school of any concerns that might affect my child's progress.
- Inform the school immediately if my child is absent and provide a note to explain the absence.
- Support the school's rules for good behaviour and uniform.
- Support the school's Discipline Policy.
- Support my child in his/her homework.
- Attend Parents' Evenings and discussions about my child's progress.
- Read and sign the School Planner each week.
- Keep the school informed of any medical conditions or changes of circumstance, e.g. address or telephone number.
- Improve pupils' health by encouraging walking/cycling between home and school, as fewer cars will benefit road safety on and around the school site, also reducing pollution in accordance with the School Travel Plan.

#### **The Pupil**

As a member of Westlands School, I will try to:

- Abide by the Westlands School Message and Classroom Code.
- Attend school regularly and arrive on time.
- Bring all the correct books and equipment when required.
- Wear the school uniform and be tidy in appearance.
- Ensure no jewellery, painted or false nails, or excessive makeup is worn.
- Do my homework and classwork to the best of my ability.

- Be polite and considerate and behave in an orderly way at all times, including to and from school.
- Keep the school free from graffiti and litter.
- Use my School Planner to organise myself.
- Follow the School Rules.

### **The School**

Westlands School will try to:

- Provide a safe, caring environment for your child.
- Encourage your child to achieve his or her full potential as a valued member of Westlands School.
- Provide a balanced relevant curriculum.
- Encourage high standards of work and behaviour.
- Contact you if there are any concerns that affect your child's progress.
- Keep you regularly informed about your child's progress.
- Set and mark homework on a regular basis, and provide facilities for your child to do homework after school.
- Arrange Parents' Evenings during which your child's progress and attainment will be discussed.
- Keep you informed about school activities through regular correspondence and newsletters.

*A copy of the Home School Agreement will be given to every student/parent/carer/guardian on joining the school, signed by all parties, and retained in the student's file.*

## **SECTION 9**

### **SANCTIONS**

It is hoped that staff and parents of Westlands' pupils will work together for the total academic and social education of the child. This involves adherence to the rules of the school and society. Pupils who fail to conform will, unfortunately, need to be punished. The school's range of sanctions is listed below. However, it should be borne in mind that the school's positive expectations of pupils place a strong emphasis on encouragement and expecting positive and co-operative behaviour and the co-operation of parents will be sought to modify poor behaviour.

The aim is for Westlands' pupils to live and work in a happy, friendly and courteous atmosphere. The discipline of the school is intended to support its pupils so that they are able to learn without distraction or interference. The school recognises discipline as important and necessary. Criticism and punishment will be directed towards the act of misbehaviour or failure to meet requirements rather than implied condemnation of a pupil. The pupil will be encouraged to work on targets for improvement. The pupil will be treated in a positive way, with encouragement and warmth, once the punishment is completed.

## SANCTIONS

### 1. Reprimand

Teachers may give a quiet, succinct reminder of agreed standards, or a clear explanation, leaving the pupil with an understanding of the standards expected.

### 2. Additional work

Additional work may be set at the end of a lesson.

### 3. Personal detention

Even a short detention during break can establish a teacher's authority and make the point clear to a pupil and is a direct and immediate technique.

A 15-30 minute detention can be held by teachers during the lunch hour. For these detentions, slips are used informing the pupils where and when to report. A detention gives a pupil a timely reminder about inadequate behaviour or work. Detentions can also take place after school with 24 hours' notice to the pupil's parents. If the pupil goes home for lunch, arrangements may need to be made for a packed lunch to be brought the following day so that the detention can be completed.

Although some pupils will wrongly "forget" to clear a detention, this should be a rarity. Even so, this is not acceptable. The punishment may be increased or the teacher may reprimand and give the pupil the opportunity to report on another occasion to confirm authority. This could lead to the pupil being placed in PSP until it is cleared.

Personal detentions can be used as an opportunity to converse with the pupil and re-establish a working relationship. This may happen during the last few minutes of the detention, for example.

### 4. Referral to Subject Leader/Curriculum Leader

Problems in the classroom or over homework/coursework which are not resolved may be referred to the Head of Department. Subsequently this will be to the Curriculum Leader. The Subject Leader and Curriculum Leader, support staff through his/her own authority. Reprimand and re- instruction, support for learning or 'subject report' to check on a pupil's learning over an extended period, are techniques available, as well as the department detentions. A Subject Leader or Curriculum Leader may also contact parents by letter or telephone to alert them to problems.

### 5. Pastoral and Curriculum Detentions

Both Pastoral and Curriculum detentions are major sanctions that are recorded on pupils' reports. The majority of detentions will be completed at lunchtime. In exceptional circumstances, however, it may be necessary for the pupil to complete a detention after school. In this case 24 hours' notice needs to be given to parents.

Section 5 of the Education Act 1997 gives schools clear legal authority to detain pupils after school on disciplinary grounds, after the end of a school session, without the consent of the parent, so long as

24 hours' written notice has been given to the parent. The issuing of a detention slip to the pupil, which they have to hand to their parent, or a letter addressed to the parent and delivered by the pupil, constitutes the School's written notice to the parent of the detention. Although there is this legal authority the school will always wish to continue to work supportively and collaboratively with parents concerning issues of discipline.

- Pastoral detention

A Pastoral detention will be issued for misbehaviour, breaches of school rules and the code of conduct that take place outside of the classroom.

All pupils should be aware that, for example, it is not acceptable to play fight, throw things, make loud noises or whistle when moving around the school, have their shirt or blouse untucked nor to eat or drink in the school buildings or between lessons. For these sorts of incidents warnings will not necessarily be given and Pastoral detentions will be issued. It may be that pupils are punished by a number of different staff for the same offence on the same day if they have been caught at different times doing the same thing.

- Curriculum detention

With regard to classroom discipline, the class teacher will use a full range of behaviour management techniques and strategies to deal with all misbehaviour and disruption within his/her classroom. Sometimes the classroom teacher may need to seek help from the Subject Leader or Curriculum Co-ordinator who may issue a Curriculum detention.

## 7. Withdrawal within Pupil Support Provision

Referrals are made through the Subject Leader if a pupil's behaviour is unacceptable over a continued period, damaging the learning of others. The pupil will be withdrawn from the subject lesson and complete work in the Pupil Support Provision for that subject for one or two weeks. The expectation is that Subject leaders will contact parents.

## 8. Pastoral intervention

More general problems with a pupil will mean that the Community Team becomes directly involved to work with the pupil to improve the situation. In extreme cases this may be a deputy head or the Head of School.

The Pupil Support Manager, Learning Leader or Vice-Principal will often use the 'On Report' system as a means of both encouraging a pupil and checking that improvements are taking place. The 'On Report' can involve additional detentions where improvements are not immediately achieved. Parents will be asked to sign the 'On Report' form to show they have knowledge of the problem.

## 9. The Use of Reasonable Force

A member of the School's staff may use reasonable force in order to prevent a pupil from doing, or continuing to do, any of the following:

- Committing a criminal offence
- injuring themselves or others.
- Causing damage to property (including their own)
- Engaging in behaviour prejudicial to maintaining good order and discipline at the School.

Although the use of reasonable force is sanctioned by section 550A of the 1996 Education Act which came into effect on 1 September 1998, the staff of Westlands School will normally use other methods to resolve situations. A copy of the School's policy on "the use of reasonable force to control or restrain pupils" is available on request from the Head of School.

#### 10. PSP Exclusions and Twilight

If pupils continue to disrupt the good order of the school they will be placed in the Pupil Support Provision. If the offence has warranted another pupil having to visit the first aid room or is deemed to have caused a pupil, staff member or member of the public an offence or injury then an internal PSP Exclusion will be issued. That pupil will have their educational provision in the PSP until a meeting with their parents or careers has occurred with the Community Principal/ Vice Principal or a Deputy Headteacher. A PSP Exclusion may also be given if a pupil has 6 or more Behaviour Support Calls within a term. If a pupil walks out of the PSP or refuses this sanction the expectation is a minimum of two days will be issued. The first day is likely to be at Sittingbourne Community College, within their PSP and the second day within the PSP at Westlands. The whole purpose of using both our own PSP and the PSP at Sittingbourne Community School is as an alternative to a Fixed Period Exclusion and supports our inclusive approach.

If the pupil continues to disrupt the good order of the school the Headteacher may decide to enforce Twilight Education. This will mean that the pupil's education will be from 3pm until 5pm Monday to Thursday and from 3pm until 4 30 pm on Friday. They will be taught by subject specialists and senior staff in the Pupil Support Provision. The Twilight usually follows a one or two week block of days and if successful the pupil will have a re-integration meeting and then do a day in the Pupils Support Provision. This sanction is a last resort and is a means of ensuring the pupil cannot disturb other pupil's learning and the good order of the school. The length of time may be extended at the Headteacher's discretion.

#### 11. Exclusions.

Pupils whose behaviour is a major, on-going problem, or who are responsible for a single, outrageous act, may be excluded from school. Only the Head of School, or Acting Head of School, can exclude a pupil.

An exclusion may be for a fixed period but in some cases this may lead to a permanent exclusion from school. A fixed period exclusion may be for up to 45 school days in a school year.

When the Head of School excludes a pupil for a fixed period he will inform the parent of the length of the exclusion and the reason for it. He will also advise the parent that they may make representation to the Governors' Discipline Committee. When a pupil is excluded for a fixed period arrangements will be made for the pupil to receive work to do at home. On return the pupil will normally be "on-report" and monitored carefully.

When a pupil is excluded for between 5-15 days in any term the Head of School will inform the Trust Pupil Discipline Committee and a meeting of the Committee will be arranged to consider the exclusion, if the parent requests such a meeting. For an exclusion of more than 15 days in any term, or a permanent exclusion, a meeting will be held as a matter of course. If the result of an exclusion would be that the pupil may miss a public examination (although at Westlands School we would endeavour to avoid this), a meeting of the Committee will be arranged.

For a permanent exclusion the contact procedure between school and home is similar to a fixed period exclusion but the Trust Pupil Discipline Committee will meet to consider whether the exclusion should be upheld or whether the pupil should be reinstated. The parent will be invited to this meeting. If the exclusion is upheld the Committee will inform the parents of their right of appeal against the decision to an Independent Statutory Appeal Committee.

Please refer to the DfE Exclusions Guidance for further information on the exclusions process.

Adopted by Directors 6 December 2012/v01