



REDHILL HIGH SCHOOL
- CLYNDERWEN -

Student Behaviour Policy

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1. Statement of Purpose

Our aim is to provide a safe and secure environment for our students, so that they may develop resilience and confidence, and enjoy their time at school. Our Student Behaviour Policy outlines how we will promote positive behaviour and how we will deal with and manage any disruptive or inappropriate behaviour, outlining the disciplinary processes to be followed and the responsibilities on each of our stakeholders.

The policy is intended to ensure discipline exists to facilitate better learning and personal development, not simply to enforce rules for their own sake. This is an active policy which also intends to promote a meaningful dialogue around respect for each other.

2. Scope

This policy applied to all students of the school during their time at school and whilst on school-related activities. We also expect students to consider the importance of their behaviour at all times.

3. Key definitions

3.1 Negative behaviour

Negative or 'bad' behaviour is any behaviour that detracts from one's own progress or reputation, or the progress of others. It can be knowingly or unknowingly done. It falls outside the boundaries set by common decency, the school's ethos and expectations, and can be tedious, alarming or unhelpful.

3.2 Positive behaviour

Positive or 'good' behaviour is more than conformity or adherence to rules. It is a mind-set that encompasses normal social and school expectations but also adds a sense of empathy, teamwork and the desire to self-improve. It is about social interaction as well as work habits. It embodies the ethos that the best control is self-control.

3.3. Sanctions

Sanctions are more than simply punishments. They are strategies designed to censure misbehaving pupils, provide reassurance to others than misbehaviour

is not tolerated and develop the miscreant's ability to make more positive choices in the future. In short, they are developmental as much as they are punitive, reflecting the fact that young people are developing and learning to behave as much as they are developing their academic skills and knowledge.

Our sanctions encompass:

- Verbal warnings;
- Being placed on report;
- Detention;
- Fixed or permanent exclusions.

Corporal punishment is illegal in all circumstances.

4. School Rules

GENERAL:

Students must, at all times, behave sensibly, courteously and with consideration for others, both in and out of school.

ATTENDANCE:

Students must be regular and punctual in attendance at school. Any pre-planned absence taken during term time should be approved by the Headmaster.

LATE:

Students arriving late in the morning **must** sign in at reception. When a student is persistently late to school parents will be contacted. Students late to lessons without legitimate reason may face sanctions.

UNIFORM:

All students must wear full and correct uniform. Each article of clothing should be clearly marked with the owner's name. Failure to comply with uniform requirements will not be tolerated at any time. In matters of dispute, the school's decision is final.

MOVEMENT:

Students must move quietly about the corridors and staircases at all times, keeping to the right hand side. They may not run along corridors or staircases.

TOILETS:

Students should not spend longer than necessary in the toilets. It is forbidden for more than one person to be in a cubicle at any one time. Students should aim to use the toilets at break and lunchtime, reducing lesson time use to a minimum.

BREAKS:

Students may not be in a classroom during the morning or lunch break unless a member of staff is present and has requested them to be there. During wet break students will be directed to a classroom and should go there only.

MEDICAL:

In non-emergency cases students may use the medical area if referred by Senior Leader.

LOST PROPERTY:

Lost property may be claimed from the School Office at the end of the afternoon session. Any property found must be handed to a member of staff. The school accepts no responsibility for the loss of any article. The value of the article does not materially affect this stance. Money and other articles of value which have to be brought to school should be kept with the student and is their responsibility.

DAMAGE:

All damage to school property must be reported at once to a member of staff. Wilful damage may be charged to the student responsible, with the expectation that their family will pay for it.

TRAVELLING:

Students using public transport or moving about the streets should behave in such a way as to bring credit to the school. Any student using school transport

who behaves in a way that is likely to damage the reputation of Redhill High School will be subject to the school's disciplinary procedures.

LITTER:

Classrooms and playgrounds must be kept tidy at all times. All litter must be placed in the bins provided.

EXITS:

No students may leave the premises during school hours without permission from the Headmaster or a senior member of staff. Failure to comply with this rule will result in exclusion for a fixed period.

SMOKING:

Students and all adults are forbidden to smoke on or around the school premises. If a student is caught smoking on the school premises parents will be informed and the student excluded from school for a fixed period.

OFFENSIVE WEAPONS:

No student may have a knife or offensive weapon in his or her possession. Nor may they possess or wear objects or materials likely to damage persons or property. This includes everyday objects adapted to become potentially dangerous. A student found to be in possession of a knife will be referred to the Police and permanently excluded from this school.

CHEWING GUM:

Students should not chew gum on school premises or at any time during school hours

JEWELLERY:

Students are not permitted to wear any jewellery other than a single stud earring in each ear. Outlandish jewellery will not be allowed; the school's decision is final on all matters.

HOMEWORK:

Homework should be completed and handed in on time as a matter of course. Students who do not do so will be punished by the class teacher in line with the Student Discipline Policy, Green Stage.

MOBILE PHONES, PERSONAL STEREOS AND MP3 PLAYERS:

These may not be used during school hours, unless permitted by a member of staff. Students should direct all communication home via the School Office. Parents should direct all communication through the School Office. They should be kept securely in the student's bag; if misused, they will be confiscated and kept securely for collection by the student in the first instance, and then parents or guardians should the matter persist. The School will not be responsible for compensating individuals for the loss of mobile phones, nor any valuable items that should not have been brought into school.

5. Key stakeholders - responsibilities

5.1 Staff

It is the responsibility of all staff, and especially teachers to promote positive behaviour at all times. They should role model sensible and proportionate behaviour themselves, and follow the school's procedures diligently and sensitively (see 6.1 Discipline process). It is not acceptable for teachers to simply abrogate their responsibility to tackle issues of minor misbehaviour by threatening to or actually referring these matters to senior staff in the first instance.

5.2 Students

Students should use their voice to express any concerns they have about behavioural matters, either through Student Council, or in their role as student Subject or Group Leaders. They should make themselves aware of the Student Behaviour Policy as outlined in their planner and take heed of it.

5.3 Parents / guardians

Parents / Guardians should make themselves aware of the Student Behaviour Policy which is on the school website. They should read their child's planner to

check for any teacher comments. All stakeholders are entitled to seek clarification of any matter of discipline, within reason and with proportion.

6. Discipline

6.1 Disciplinary process

This is a staged series of actions to be taken by members of staff, beginning in the classroom and involving Pastoral Leaders if the issues persist. We use a colour coded system for clarity:

Green Stage

1. Failure to follow school rules – verbal warning by teacher.
2. Failure to heed warning – detention given by class teacher. Parent informed via planner / record made on Management Information System (MIS).
3. 3 misbehaviour incidents logged on MIS: 2 week monitoring form with targets issued by Form Tutor / letter home.
4. Student meets targets – monitoring ends.
OR
Student fails – move to Amber stage.

Amber Stage

1. Green Monitoring failed. 2 week Amber Monitoring Form issued by Senior Leader.
2. Student succeeds – return to beginning of Green Stage.
OR
Amber Monitoring has failed – Individual Behaviour Plan created, 2 weeks monitoring / Parental Meeting / After School Detention.
3. Student succeeds
OR
Student fails – moves to Red (Headmaster) Monitoring.

Red (Headmaster) Stage

1. Parental meeting with Headmaster. Monitoring form given (2 weeks monitoring).
2. Student succeeds – return to beginning (can only return once)

OR

3. Student fails – exclusion.

6.2 Serious incidents

Serious incidents, such as verbal abuse, violent behaviour or theft, will be dealt with outside the normal discipline system. Exclusions can be applied for serious incidents without prior disciplinary action.

6.3 Disciplinary Considerations

- The decision to apply sanctions must be made by a member of school staff or a member of staff authorised by the Headmaster;
- The decision to apply sanctions must be made on the school premises or while the student is under the charge of the member of staff;
- The sanction(s) must not breach any other legislation (e.g. discrimination) and it must be reasonable in all circumstances.

Consideration must be given to:

- The student's age;
- Any special / additional learning needs or disability and;
- Any religious requirements affecting them.

Decisions should also take into account any underlying causes for the student's disruptive behaviour, such as unmet educational needs, and should consider the need for a multi-agency assessment if necessary.

6.4 Detention

Teachers have the power to issue detention to students. Schools do not need the consent of a parent before issuing detention. Detention can take place during school hours and in some circumstances outside of school hours.

When issuing detention outside of school hours, the student's safety should remain a paramount consideration and the students should not be put at risk of harm. For safeguarding and reasons of courtesy, we will inform parents of the detention in advance, so that arrangements can be made for the student to be collected at a later time if necessary.

6.5 Seclusion/Isolation

Where seclusion or isolation is used for disruptive students, or those who would benefit from a quiet environment, the school will ensure that students are kept in seclusion or isolation no longer than is necessary and that their time spent there is used as constructively as possible. Students should always be allowed time to eat or use the toilet.

6.6 Searching, Screening and Confiscation

Schools have powers to search and screen students and confiscate prohibited items, and the School reserves the right to do so. This will be done by senior staff only in usual circumstances, and always in the presence of at least one other member of staff. We will endeavour to ensure these staff are of the same sex, in line with best practice. Failure to comply with reasonable requests such as a bag search could lead to serious sanction. Confiscated items will be stored appropriately to their nature and as far as possible in a locked and secure environment. Prohibited items include:

- Weapons, e.g. knives;
- Alcohol;
- Illegal drugs;
- Stolen goods;
- Tobacco products, e.g. cigarettes;
- Pornographic images (of any kind, e.g. tabloid topless pictures and 'lads' mags as well as extreme adult material);
- Fireworks;
- Anything that has been, or is likely to be, used to cause injury or commit an offence.

This list is not exhaustive and common sense will be applied to any items not listed.

6.7 Use of reasonable force

School staff can use reasonable force to either control or restrain students. Under *Section 93 Education and Inspections Act 2006*, all members of school staff have a legal power to use reasonable force, it can also apply to people whom the Headmaster has temporarily put in charge of students such as

unpaid volunteers or parents accompanying students on a school organised visit.

The decision on whether or not to physically intervene is down to the professional judgement of the member of staff concerned and has to be judged on a case-by-case basis depending on the circumstances. The School does not need the consent of the parent to use force on a student, however it should inform parents about serious incidents involving the use of force.

Schools can use reasonable force in the following circumstances (please note that the list is not exhaustive):

- To restrain a student who is at risk of harming themselves or others through physical outbursts;
- To prevent a student behaving in a way that disrupts a school event or a school trip;
- To remove disruptive students from the classroom where they have refused to comply with instructions given;
- To prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others.

The Headmaster and authorised members of staff can use reasonable force to conduct a search for prohibited weapons.

6.8 Exclusions

Students who do not respond to the provisions of the Student Behaviour Policy may be at risk of being excluded. This is obviously a last resort after all alternative sanctions have been considered.

There are two kinds of exclusion. A fixed term exclusion is for a specific number of days, and gives a date when the student is to return to school. A record will be kept of any such fixed term exclusions.

A permanent exclusion removes the student permanently from the register of students enrolled at the school. Where a student is permanently excluded, it is the duty of the Parent / Guardian to make alternative provision for their education. A record will be kept of any such permanent exclusions.

Although it is the decision of the Headmaster which determines whether a student is excluded, the decision to exclude can be reviewed by the Board of Directors and the student can be reinstated. The Headmaster should notify the parents immediately of any decision to exclude and must send written confirmation within one school day. All days referred to are school days; weekends and school holidays are not taken into account.

Student Discipline Committee – the Committee will consist of 2 Directors, not including the Headmaster. Where a student has been permanently excluded and the Student Discipline Committee upholds this decision, the parents may appeal against its decision within a week. This will result in an Appeal Hearing with the Board of Directors.

The purpose of the Appeal Hearing is for the parent(s) to present their reasons for appealing the decision. The following can present their case at the hearing, either orally or in writing: i) the parent and student; ii) the Headmaster; iii) a nominated Director; iv) all the above parties. The Board of Directors must have regard to the interests of other students and staff, and not only those of the excluded student, when reinstatement is considered. At this stage the Board of Directors will be joined by a lay person whose role is to provide an impartial opinion.

Education of the student following exclusion - whilst the student is still on the school roll, it is the responsibility of the school to continue to provide education for the student. In practice this will be work sent home for completion. This should be returned and will be marked as normal by school staff. Normally, students excluded for up to 15 days, from the date at which the exclusion is upheld by the Student Discipline Committee, should receive a full time and appropriate education via work sent home. Following the Board of Directors decision to uphold a permanent exclusion, after 15 days the student's place is terminated.

6.9 School Attendance

All parents / carers have a legal responsibility to ensure their child regularly attends school. When a child attends school on a regular basis, they take an important step towards reaching their full potential, and are given the greatest opportunity to learn new things and develop their skills. Children who miss

school can frequently fall behind with their work and do less well in exams. The more time a child spends around other children, whether in the classroom or as part of a school team or club, the more chance they have of making friends and feeling included, boosting social skills, confidence and self-esteem. Attendance in schools needs to remain a priority to ensure that children and young people are given the chance to achieve their potential. The statistical links between attendance and achievement are very strong. The parents of any student with significant absence will be asked to meet the Headmaster to discuss a way forward.

7. Reward

Using the MIS system, staff are able to reward standards for positive behaviour, effort and achievement. This could be, for example, classwork, homework, representing the school, or for work in the community. Each positive report earns the student a point. These points are monitored by Form Tutors and certificates / rewards are given out termly.

8. Reviewing the policy

This policy will be discussed, reviewed and revised annually, in consultation with students, parents, staff and members of the school community, including the Board of Directors.