

Dear Pupils/Parent/Carer

As we prepare to return and open the school to more pupils, it is important that there is clarification on expected standards and behaviour when pupils return.

Our Behaviour Policy (July 2019 attached) already covers expected standards within school.

To be clear, schools must be as safe as possible to ensure that our pupils, our staff, and the wider school community of families beyond the school gate remain as safe as possible at this difficult time.

To do this, the Government have issued guidance around social distancing in schools, and what protective measures should be in place.

The expectation is that all pupils returning to school will follow rules and guidance as explained. These may change as we adjust to the return of more pupils.

One area of adjustment is around school uniform. To allow for the greater amount of clothes washing required at this time the schools' normal uniform policy will be suspended. Instead, guidance will follow the usual guidance for a non-uniform day in school. The outfits worn by pupils must conform to the usual standards regarding decency and practicality. Where the clothes worn by pupils do not conform to these expectations parents will be notified.

Behaviour that puts others at risk will not be tolerated. Should there be instances where a pupil deliberately uses COVID-19 risk of infection as a threat or, for example by deliberately coughing over someone, seeks to deliberately spread the infection this will be treated as a serious breach of the schools behaviour policy. Full sanctions may apply, up to and including permanent exclusion if this was so serious as to merit it.

I am very aware that the vast majority of pupils will want to comply, and will in fact be apprehensive about returning to school. Making school safe really matters for everyone and your co-operation is appreciated.

The guidance from the Government is also clear that should anyone show any signs of COVID-19, that they will not remain on the school site.

***DfE Guidance <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>***

***What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting***

*If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and advised to follow the staying at home guidance.*

*If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.*

So, to make clear and to reassure pupils, parents and carers, we will be implementing the Government recommended steps to make our school as safe as possible. Anyone showing signs of Covid19, will be dealt with as promptly as possible.

The standards of behaviour should reflect the needs of the whole school community. Everyone's support is necessary to make sure that our steps to manage this process are as effective as possible.

<b>Policy and Procedure Number:</b>	<b>A03</b>	<b>July 2019</b>
<b>Management Area:</b>	<b>Guidance</b>	<b>Section A</b>
<b>BEHAVIOUR POLICY</b>		

## CONTENTS

Statement of intent

1. Key roles and responsibilities
2. Definitions
3. Training of staff
4. Student expectations
5. Smoking and drug policy
6. Rewarding good behaviour
7. Unacceptable behaviour
8. Sanctions
9. Behaviour Call
10. Focus Room
11. Restorative Practice
12. Detentions
13. Items banned from school premises
14. Searching
15. Confiscation
16. Outside of school and the wider community
17. Controlled substances
18. Exclusions

Appendices

- Appendix 1 – Managing in-class incidents flowchart
- Appendix 2 – Agreed sanctions for unacceptable behaviour
- Appendix 3 – Behavioural reporting structure

## STATEMENT OF INTENT

Frederick Gent School believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of school life.

We are committed to:

- Promoting positive behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority, and positive relationships based on mutual respect.
- Ensuring equality and fair treatment for all.
- Praising and rewarding good behaviour.

- Challenging and disciplining negative behaviour.
- Providing a safe environment, free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging positive relationships with parents/carers.
- Developing relationships with our students to enable early intervention.
- A shared approach which involves students in the implementation of the Frederick Gent School policy and associated procedures.
- Promoting a culture of praise and encouragement in which all students can achieve.
- Promoting the use of restorative practices in supporting positive behaviour.

## 1. KEY ROLES AND RESPONSIBILITIES

- 1.1. The Governing Body has overall responsibility for the implementation of this Behaviour Policy and the procedures of Frederick Gent School.
- 1.2. The Governing Body has overall responsibility for ensuring that this Behaviour Policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Governing Body has responsibility for handling complaints regarding this policy, as outlined in the school's Complaints Policy.
- 1.4. The Deputy Headteacher (Systems and Processes) will be responsible for the day-to-day implementation and management of this Behaviour Policy and the procedures of Frederick Gent School.
- 1.5. All staff will be responsible for following the policy and for ensuring students do so as well. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 1.6. All staff will create a supportive and high quality learning environment, teaching positive behaviour for learning and implementing the agreed policy.
- 1.7. Parents and carers will be expected to take responsibility for the behaviour of their child/children inside and outside of school.
- 1.8. Parents and carers will be expected to take responsibility for promoting positive behaviour for learning and modelling acceptable behaviour in the home.
- 1.9. Students are responsible for their own behaviour both inside school and out in the wider community.
- 1.10. Students are responsible for their social and learning environment and agree to report all undesirable behaviour to a member of staff.

## 2. DEFINITIONS

2.1. Frederick Gent School defines “positive behaviour” as: behaviour which allows the school to run in an ordered and positive manner including, but not limited to:

- Regular attendance.
- Good punctuality.
- Displaying a positive attitude in class.
- Bringing the correct equipment every day.
- Making a positive contribution to both the curriculum and extra-curricular activities.
- Being appropriately dressed at all times.
- Engaging in positive relationships at all times.

2.2. Frederick Gent School defines “serious unacceptable behaviour” as: any behaviour which may cause harm to oneself or others, damage the reputation of the school within the wider community, and/or any illegal behaviour, including, but not limited to:

- Discrimination – not giving equal respect to an individual on the basis of disability, gender, race, religion, age, sexuality and/or marital status.
- Harassment – behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals.
- Vexatious behaviour – deliberately acting in a manner so as to cause annoyance or irritation.
- Bullying – a type of harassment which involves criticism, personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual.
- Cyberbullying – the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
- Possession of legal or illegal drugs (including ‘legal-highs’), alcohol or tobacco.
- Arriving at or being in school under the influence of drugs or alcohol.
- Possession of banned items.
- Truancy.
- Smoking.
- Refusing to comply with disciplinary sanctions.
- Theft.
- Swearing.
- Fighting.
- Any other illegal behaviour.

2.3. Frederick Gent School defines “low level unacceptable behaviour” as: behaviour which may disrupt the education of the perpetrator and/or other students, including, but not limited to:

- Lateness.
- Low level disruption and talking in class.

- Failure to complete classwork.
- Rudeness.
- Lack of correct equipment.
- Refusing to complete homework, incomplete homework, or arriving at school without homework.
- Disruption on public transport.
- Use of mobile phones without permission.
- Graffiti.

2.4. “Low level unacceptable behaviour” may be escalated as “serious unacceptable behaviour” depending on the behaviour breach.

### **3. TRAINING OF STAFF**

- 3.1. At Frederick Gent School, we recognise that early intervention can prevent inappropriate behaviour. As such, teachers will receive training in identifying potentially at-risk students and techniques to deal with challenging behaviour.
- 3.2. All staff will receive training on this Behaviour Policy as part of their new starter induction.
- 3.3. Staff will receive regular and ongoing training as part of their development.
- 3.4. Frederick Gent School is committed to the principles of Restorative Practices and training on this will form part of the whole staff Joint Practice Development (JPD) package.

### **4. STUDENT EXPECTATIONS**

- 4.1. Students will be expected to follow the school Code of Conduct, which requires students to:
  - Conduct themselves around the school premises in a safe, sensible and respectful manner.
  - Arrive to lessons on time and fully prepared.
  - Follow reasonable instructions given by the teacher.
  - Behave in a reasonable and polite manner towards all staff and students.
  - Show respect for the opinions and beliefs of others.
  - Complete classwork as requested.
  - Hand in homework at the time requested.
  - Report unacceptable behaviour.
  - Show respect for the school environment.
  - Participate fully in all lessons and activities.

### **5. SMOKING AND DRUG POLICY**

- 5.1. In accordance with Part 1 of the Health Act 2006, Frederick Gent School is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.
- 5.2. Parents/carers, visitors and staff must not smoke on school grounds and should avoid smoking in front of students and/or encouraging students to smoke.
- 5.3. Students are not permitted to bring smoking materials or nicotine products to school. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches or pipes.
- 5.4. In the interest of health and hygiene, we request that people refrain from smoking outside the school gates.
- 5.5. Students and staff are required to follow the Frederick Gent School's Anti-drugs Policy.

## **6. REWARDING POSITIVE BEHAVIOUR**

- 6.1. Staff will reward individual positive behaviour through Vivo miles, letters/ emails/ postcards home and certificates and awards in celebration and whole school presentation events.
- 6.2. School events, e.g. the school Prom, are by invitation. Therefore, only students consistently displaying positive behaviour will receive an invitation to such events.

## **7. UNACCEPTABLE BEHAVIOUR**

- 7.1. Unacceptable behaviour will not be tolerated at the school.

Breaking any of the rules laid out in the school Code of Conduct will lead to sanctions and disciplinary action.

## **8. SANCTIONS**

- 8.1. Where students display aggressive and/or threatening behaviour, or illegal activity is discovered, Frederick Gent School will not hesitate to contact the police.
- 8.2. Any student, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.
- 8.3. In response to incidents of inappropriate behaviour, staff will:

- In the first instance, the teacher will tell the student to stop the behaviour.
- If the student does not stop immediately, the teacher will give a second warning and use a range of behaviour management techniques.
- If the student continues to behave inappropriately, the teacher will give a final warning, advising that if they continue, they will be issued with a sanction.
- Sanctions will be dependent on the seriousness of the misdemeanour. Sanctions will be as follows: a brunch detention, an after school detention, removal to another teacher's/ Curriculum Leader's classroom.
- If the student continues the behaviour following the final warning and other sanctions, the teacher will complete a Behaviour Call slip and will send this with a trusted student to the Focus Room to request support through Behaviour Call.
- If a student has behaved in an unacceptable manner, their parent/carer/guardian will be contacted to advise them of the behaviour and sanction. This will be dependent on the seriousness of the behaviour. In the first instance the contact will be made by the classroom teacher, for more serious offences, the Curriculum Leader (CL) or Pastoral Assistant/ Achievement Leader. Contact will also be dependent on the seriousness of the behaviour ranging from notes in the student's Study Guide, text messages, phone calls home, to meetings in school.
- Following a sanction, further misbehaviour will be considered cumulatively and may lead to a more serious sanction.
- Following any action taken, staff will record all information on the school's Behaviour Management System.

8.4. At Frederick Gent School, we do not take serious unacceptable behaviour breaches lightly. We will not hesitate to act in the best interest of the students within the school.

8.4.1. Following an allegation of serious unacceptable behaviour, the student will be placed in isolation in the Focus Room whilst an investigation takes place.

8.4.2. If, following an investigation, the allegation is found to be true; the Achievement Leaders/Leadership Group have a number of disciplinary tactics that they may use, which can be found in the appendices.

## 9. BEHAVIOUR CALL

9.1 Behaviour Call is used to both reward good, positive behaviour and to provide support for staff when a range of behaviour management techniques have failed to have a positive outcome.



9.2 A member of the Leadership Group is 'on duty' for each period during the school week to walk the site to conduct visits and drop-ins to lessons. A record will be kept of those students working well and students will receive a post-card to celebrate this.

9.3 The Behaviour Call duty member of staff will also respond to requests from members of staff to support them with a student's behaviour. The student's behaviour will be assessed and where necessary, further action will be taken, which may include removing the student to work in the Focus Room.

## 10. FOCUS ROOM

10.1 The Focus Room is a staffed and resourced area where students can work in a calm and controlled environment, away from other students. The Focus Room is open from 8.35am to 3.00pm.

10.2 Students may be required to work in the Focus Room for a variety of reasons which may include but are not limited to:

- Repeatedly failing to follow instructions.
- Posing a risk to the safety or welfare of students or staff.
- During an investigation of a serious event.
- Following behaviour that will result in a fixed term or permanent exclusion.
- Following an unsuccessful outcome from a Behaviour Call request.
- Lewd behaviour.
- Uncooperative/defiant behaviour.
- Swearing/inappropriate language (not directed) to staff.
- Arguing/challenging authority of staff.
- Inappropriate use of school resources.
- Fighting/assault.

10.3 Only Achievement Leaders or Leadership Group can direct students to work in the Focus Room. Time spent in Focus Room will be dependent on the severity of the incident.

10.4 Students working in the Focus Room will also have access to a trained mentor who may work with them using restorative and other behaviour management techniques.

10.5 The length of time that a student may spend in the Focus Room is dependent on the reason for being there and is at the discretion of the member of staff who requests them to be there.

## 11. RESTORATIVE PRACTICE

11.1 Frederick Gent School is fully committed to the principles of restorative practice and will use this to respond to behaviour issues. The school expects all members of staff to uphold the principles and support the processes.

11.2 Following any incidents of unacceptable behaviour, a referral for restorative work can be made by completing the referral form. A trained worker will be assigned and the process will be followed. Achievement Leaders will receive a copy of both the referral and outcomes of the process for any students involved and line managers will receive the same for any staff involved.

## 12. DETENTIONS

- 12.1 Detentions can be issued by all staff as a sanction in response to any unacceptable behaviour. The time and length of detention will vary in accordance with the seriousness of the behaviour.
- 12.2 All detentions given will be recorded by the member of staff setting the detention in the student's Study Guide.
- 12.3 Brunch time detentions should be used in response to low level inappropriate behaviour. These should be no longer than 15 minutes in length. There is no need for 24 hours prior notice.
- 12.4 Lunchtime detentions should be used in response to low level disruptive behaviour but should take into consideration the student's requirements to eat.
- 12.5 After school detentions should be used in response to persistent low level disruptive behaviour or more serious poor behaviour. After school detentions should also be used for failure to complete homework set. After school detentions will last for 30 minutes in the first instance but may rise to longer where necessary. All after school detentions should be communicated to parents/carers through the Study Guide and may be followed with a text message if necessary. Staff must give parents/carers at least 24 hours notice of an intended after school detention. Frederick Gent School has the right to keep students in after school detention with or without the permission of parents/carers as long as 24 hours notice has been given.
- 12.6 Failure to attend a detention is a serious breach of the school's expectations and will result in the following further sanctions:
- Failure to attend a brunch/lunchtime detention – a 30 minute after school detention will follow. Classroom teacher/form tutor setting the detention will contact parent/carer to inform of the behaviour. Contact will be attempted by Study Guide/text message/telephone call where appropriate.
  - Failure to attend a 30 minute after school detention – a 60 minute after school detention will follow. Curriculum Leader/Achievement Leader will contact parent/carer to inform of the behaviour. Contact will be attempted by telephone and supported by text message where necessary.

- Failure to attend a 60 minute after school detention – a 75 minute after school detention will follow. Parents/carers will be informed of this via letter.

### 13. ITEMS BANNED FROM SCHOOL PREMISES

The following categories of items (including but not limited to) are banned from the school premises:

#### 13.1 Fire lighting equipment:

- Matches, lighters, etc.

#### 13.2 Drugs and smoking equipment:

- Cigarettes
- Tobacco
- Cigarette papers
- Electronic cigarettes (e-cigs)
- Alcohol
- Solvents
- Any form of illegal drugs
- Any other drugs, except medicines covered by the prescribed medicines procedure
- Any form of 'legal highs'

#### 13.3 Weapons and other dangerous implements or substances such as:

- Knives
- Razors
- Catapults
- Guns (including replicas and BB guns)
- Laser pens
- Knuckle dusters and studded arm bands
- Whips or similar items
- Pepper sprays and gas canisters
- Fireworks
- Dangerous chemicals

#### 13.4 Other items:

- Chewing gum
- Caffeinated energy drinks
- Offensive materials (i.e. pornographic, homophobic, racist etc.)
- Aerosols including deodorant and hair spray

## 14. SEARCHING

- 14.1. Staff members may use common law to search students, with their consent, for any item.
- 14.2. Staff members may ask any student to turn out their pockets.
- 14.3. Staff members may search any student's bag or locker.
- 14.4. Under Part 2, Section 2 of the Education Act 2011, teachers are authorised by the Headteacher to search for any prohibited item including, but not limited to, tobacco and cigarette papers, legal/illegal drugs, and alcohol, without the consent of the student, provided that they have reasonable grounds for suspecting that the student is in possession of a prohibited item.
- 14.5. Searches will be conducted by a same-sex member of staff, with another member of staff as a witness, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.
- 14.6. Staff members may instruct a student to remove outer clothing, including hats, scarves, boots and coats.
- 14.7. A student's possessions will only be searched in the presence of the student and another member of staff, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.
- 14.8. Staff members may use reasonable force, given the circumstances, when conducting a search for alcohol, illegal drugs, 'legal highs or tobacco products.
- 14.9. Any staff member may refuse to conduct a search.
- 14.10. Parents/carers will always be made aware of any search that has been carried out.

## 15. CONFISCATION

- 15.1 A staff member carrying out a search can confiscate anything they have reasonable grounds to suspect is a prohibited item or any item being used inappropriately. This includes any suspected, potentially harmful materials which cannot immediately be identified. In some cases, confiscated items will be returned to the student at the end of the school day. In other cases, parents/carers will be contacted to collect the item.
- 15.2 If necessary, the police will be called for the removal of the item/items.

## **16. OUTSIDE SCHOOL AND THE WIDER COMMUNITY**

- 16.1 Frederick Gent School has developed a good reputation over the years.
- 16.2 Frederick Gent School expects all students to represent the school in a positive manner when not on the school site.
- 16.3 The school will take action against any incidents of unacceptable behaviour outside of the school whilst students are wearing school uniform and are travelling to and from the school site.
- 16.4 Complaints from members of the public about bad behaviour by students at Frederick Gent School are taken very seriously and will be fully investigated.

## **17. CONTROLLED SUBSTANCES**

- 17.1 Frederick Gent School has a zero tolerance policy on illegal drugs and legal highs.
- 17.2 Following the identification and confiscation of a controlled substance/legal high, the staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and any witness/witnesses present.
- 17.3 The staff member will store the sample in the school safe.
- 17.4 The incident will be reported to the police immediately. The school will request that the police will then collect it and deal with it in line with their agreed protocols.
- 17.5 Frederick Gent School will not hesitate to name the student from whom the drugs were taken to the police.
- 17.6 A full incident report will be completed.
- 17.7 Any further measures will be undertaken in line with the school Safeguarding Policy.

Where controlled substances/legal highs are found on school trips away from the school premises, the parents/carers of the student, as well as local police, will be notified.

## **18. EXCLUSIONS**

- 18.1 Frederick Gent School will always seek to find alternative sanctions to exclusion but also recognises that there will be occasions where exclusion is necessary.

18.2 The school will follow all guidance as set out in 2017 Department for Education guidance 'Exclusions from maintained schools, Academies and pupil referral units in England'.

18.3 Frederick Gent School will consider Fixed Term Exclusions for the following reasons including but not limited to:

- Failure to follow instructions in the Focus Room
- Verbal abuse/swearing directed towards a member of staff
- Persistent disruptive behaviour
- Dangerous behaviour
- Bullying
- Racist abuse
- Vandalism
- Theft
- Deliberate misuse of school's Internet/ICT service
- Alcohol related behaviour
- Prejudice related abuse
- Aggressive behaviour
- Inappropriate sexual behaviour e.g. language
- Pre-meditated assault of a student

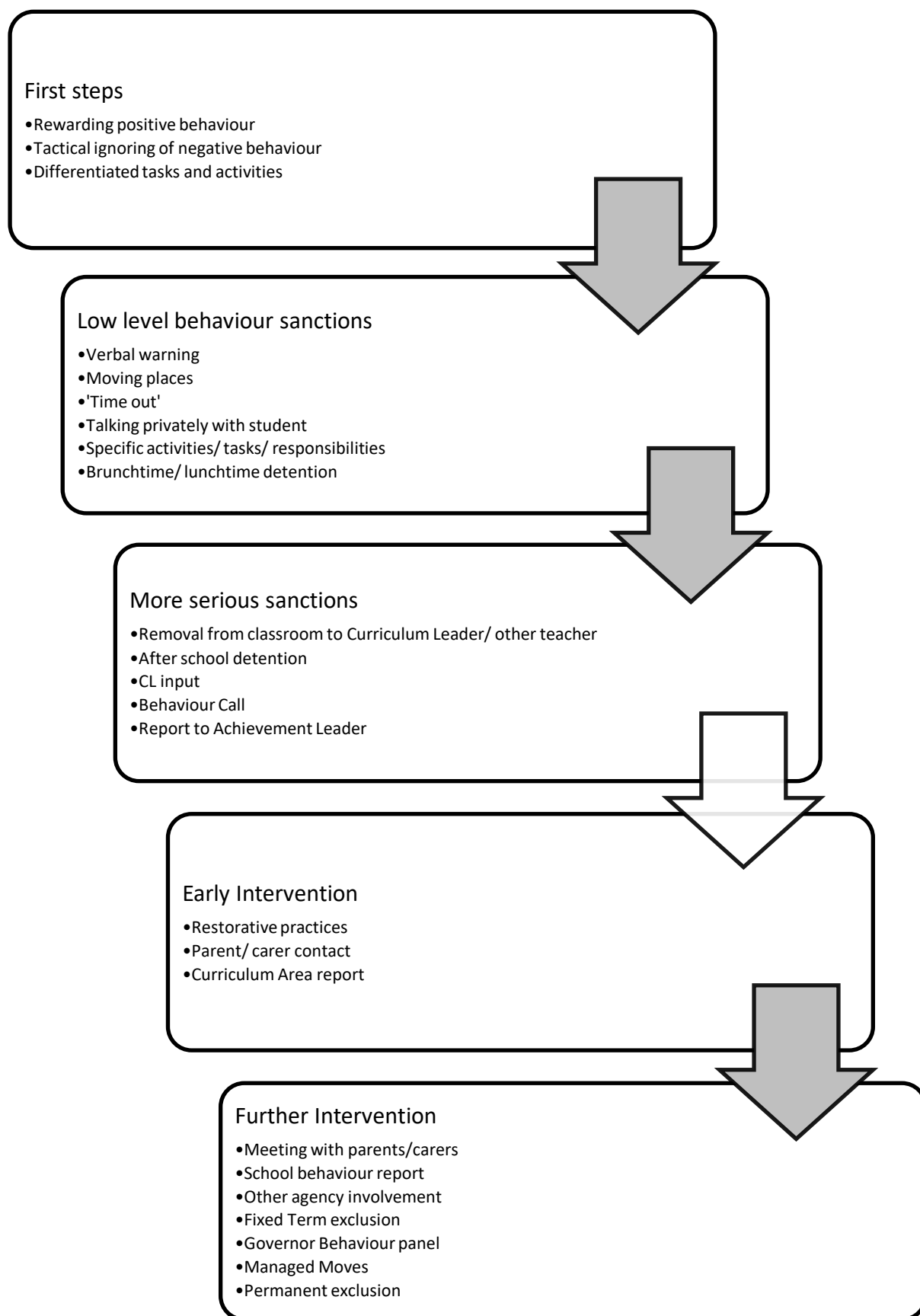
18.4 Frederick Gent School will consider Permanent Exclusion for the following reasons including but not limited to:

- Assault of a member of staff
- Arson
- Carrying and/or use of a weapon
- Persistent disruptive behaviour
- Illegal drug/'legal high' related behaviour
- Behaviour that is considered a danger to the health and safety of staff and students
- Serious assault
- Repeated assault
- Repeated bullying/abuse
- Inappropriate sexual behaviour to another student

*Deputy Headteacher – Systems & Processes  
January 2016*

Date last reviewed: July 2018		
-------------------------------	--	--

## APPENDIX 1 – MANAGING IN-CLASS INCIDENTS FLOWCHART



## APPENDIX 2 – AGREED SANCTIONS FOR UNACCEPTABLE BEHAVIOUR

1	<ul style="list-style-type: none"><li>•Detention, single lesson isolation. Parents/carers contacted. - Classroom teacher/Form Tutor/CL/AL.</li></ul>
2	<ul style="list-style-type: none"><li>•Behaviour Call removal from lessons. - LG</li><li>•Meeting with parents/carers - Classroom teacher/Form Tutor/CL/AL.</li><li>•Restorative practices.</li></ul>
3	<ul style="list-style-type: none"><li>•Placement on subject/school report. - CL/AL/LG.</li><li>•Additional support - internal/external provision - AL, SENCO, LG</li></ul>
4	<ul style="list-style-type: none"><li>•Focus Room Isolation. Students removed from lessons for full day following Behaviour Call. Students removed from lessons for serious inappropriate behaviour.– AL, LG.</li><li>•Behaviour Panel - 8 week trial period, meeting with parents/carers with targets to be met by student. -AL, LG and Governing Body (GB)</li></ul>
5	<ul style="list-style-type: none"><li>•Fixed Term exclusion - The headteacher or deputy headteacher in charge of the school in the headteacher's absence may sanction a fixed term exclusion. Parents/carers are informed in writing of the reasons for the exclusion and their right to appeal.</li></ul>
6	<ul style="list-style-type: none"><li>•Governors' Disciplinary Meeting - student and parents/carers to attend with GB setting student specific targets.</li></ul>
7	<ul style="list-style-type: none"><li>•Managed Move - if it is their best interest, a student may be transferred to another secondary school. The Managed Move takes place over a 12 week period and if successful, at the end of this, the student will be transferred permanently. - LG with Governing Body.</li></ul>
8	<ul style="list-style-type: none"><li>•Deferred Exclusion Transfer– If a student displays extreme out of character behaviour, the headteacher may transfer the student immediately to another secondary school. If the student misbehaves at their new school, they will be permanently excluded by the school. - LG, GB</li></ul>
9	<ul style="list-style-type: none"><li>•Permanent exclusion – The Headteacher is the only member of staff who can sanction a permanent exclusion. A permanent exclusion is a last resort and a decision not to be taken lightly. In all cases, parents/carers will be informed in writing of the reasons for the exclusion and their right to appeal. - HT, GB</li></ul>



APPENDIX 3 – BEHAVIOURAL REPORTING STRUCTURE

