

## Behaviour for Learning Policy including personal standards and code of conduct

Parklands High School believes that all students should be aware of the standards of behaviour that are expected of them, and takes responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the school built on trust and understanding, and that through the use of this policy we can support all of our students in developing a high level of social awareness. Our aim is to ensure that all our students leave the school with the key skills they need to continue to progress to the best of their ability in all areas of life.

### **1 Rights and Responsibilities**

All members of the school community: governors, staff, students, parents/carers, have rights and responsibilities in ensuring an orderly climate for learning. Teachers and all persons acting on behalf of the headteacher, have a statutory authority to discipline students whose behaviour is unacceptable, who break the school rules or fail to follow a reasonable instruction (Section 91 Education and Inspections Act 2006).

We believe it is the right of every individual to learn within a safe and orderly environment, which is free from disruption, violence, bullying and any form of harassment, therefore ensuring the environment promotes equality and fairness for all. The Home-School Agreement summarises the basic requirements. The signing of the Home-School Agreement signifies commitment to and acceptance of the principles and details of the behaviour policy.

It is the responsibility of everyone in school to act pleasantly with courtesy and consideration to others in lessons, during break and lunch times and at all other times. This applies to the journey to and from school as well as on school premises and when representing the school in any way. Sanctions (including exclusion) will be applied if students fail to adhere to the expectations of the policy.

### **2 Standards of Behaviour**

**Students** should show respect to one another, to school staff, and anyone else that they may meet. Incidents of bullying, denigration, or bringing intentional harm to other students or staff will not be tolerated. Students are ambassadors to our school even when off school premises, and we expect them to act accordingly. They are expected to obey school rules, listen, follow instructions by staff, and accept and learn from any sanctions that they receive. Students should choose to accept their basic classroom rights by: accepting responsibility for their own behaviour; being courteous and well mannered; allowing others to make progress by behaving appropriately; being respectful to others and choosing not to swear, tease, name call or put others down; following the instructions of staff without question or argument; ensuring that they arrive punctually to their lessons appropriately dressed, well equipped and ready to work.

School work and homework should be well presented, completed to a high standard, and handed in on time. Failure to hand in work on time will lead to disciplinary sanctions. If students are struggling to meet the requirements of their workload for any reason, they should discuss this with their tutor who will work with them to draw up a support plan.

Under no circumstances will illegal or inappropriate items be brought into school, and all students will respect and look after the school premises and environment. The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in exclusion, depending on the circumstances.

- verbal abuse to staff and others
- verbal abuse to students
- physical abuse to/attack on staff
- physical abuse to/attack on students
- indecent behaviour
- damage to property

- misuse of illegal drugs
- misuse of other substances (including but not limited to use of legal highs)
- smoking, including e-cigarettes
- theft
- serious actual or threatened violence against another student or a member of staff
- sexual abuse or assault
- supplying an illegal drug
- carrying an offensive weapon
- arson
- unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the student's behaviour.

Staff will encourage positive behaviour for learning by: being a positive role model for students, to encourage respect and consideration for others and pride in their appearance; ensuring that students feel safe and respected in their classroom; encouraging high standards of student behaviour in their classrooms; following the Behaviour for Learning policy consistently; following the behaviour management route (Appendix 1), ensuring that students feel safe and respected; praising students appropriately and encouraging achievement through the rewards system.

### **3 School rules that apply at all times to students**

- a) Always be on time.
- b) Keep your appearance smart and tidy, and wear regulatory school uniform at all times to and from school.
- c) Rude, derogatory, racist or defamatory language will not be tolerated.
- d) Be considerate of your peers and the extended community. Do not run through hallways and corridors, do not shout out during lessons, or shout to one another in hallways, or when in public places.
- e) Be polite and respectful at all times. This applies to staff, other students, any visitors to the school, and to members of the general public.
- f) Take care of your environment, both on the school site and outside, and keep it tidy. Do not litter and do not vandalise property in any way.
- g) Unauthorised absence from school will not be tolerated.
- h) Health and safety equipment is only for use in emergency situations and should not be tampered with under any circumstances.
- i) Disobeying staff is not tolerated.
- j) The following items are not allowed in school under any circumstances:
  - Alcohol and drugs (including legal highs)
  - Cigarettes, e-cigarettes, matches, and lighters
  - Chewing gum
  - Weapons of any kind
  - Material that is inappropriate or illegal for children to have; such as racist or pornographic material

- k) Mobile phones are permitted but must only be used at social times unless expressly directed for learning purposes in lessons by teachers. During lesson times mobile phones must be turned off and not on pulse or vibrate unless teachers have directed their use.
- l) Gambling is not allowed on school property.
- m) Bringing large amounts of cash to school is not advised. The school operates a cashless, online system for payment of school lunches and trips, so where possible this should be used.

#### **4 Drugs**

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs. Incidents of this nature will be reported to the police.

**Prescription drugs:** Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion and will be referred to the police.

**Non-prescription drugs:** Some over-the-counter drugs can be harmful if misused. We advise that students should not carry these in school. If they need medication they can go to the school office.

**Medication:** We are aware that it may be necessary for some students to take medication during the school day. Parents should make the school aware of this in writing as soon as their child starts taking the medication.

#### **5 Alcohol**

Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

#### **6 Rewards**

A school ethos of encouragement is central to the promotion of desirable behaviour. Rewards are an integral means of achieving this. They have a motivational role in helping students to realise that desirable behaviour, self-awareness and responsibility to self and others is valued, and are clearly defined in the procedures. Rewards include:

- a) Praise, both formal and informal, which has a key part to play in our reward system and students are routinely praised in class and in more formal occasions such as weekly, top tracker and end of term assemblies.
- b) Achievement points for a whole range of positive outcomes and behaviours, whether it be in learning, standards of attendance and punctuality or in showing thought/care for others.
- c) Positive phone calls home are routinely made by the House Achievement Leaders to acknowledge positive effort, commitment and contribution.
- d) Termly reward trips for students with positive attendance, behaviour and effort.
- e) Inter-House competitions and events.
- f) Postcards, emails and letters home to acknowledge and congratulate success.

- g) Celebrating student successes through positive local press coverage.
- h) Opportunities to become part of the student leadership team.

## 7 Sanctions

Sanctions will range depending on the severity and regularity of the offence. Students will receive an explanation as to why the sanction is being applied and what changes in behaviour are required to avoid future sanctions. The procedures make a clear distinction between the sanctions applied for minor and major offences. Where possible, prior to any sanction being issued all solution focused strategies will have been actioned.

Sanctions are broadly scaled so that low-level student issues receive lighter-touch sanctions but the more serious situations become, more severe sanctions will be applied. The following list of sanctions is not exhaustive nor is the list in full priority order:

- verbal warning and/or reprimand
- time-out of lesson, removal from the lesson,
- detention (break, lunch time or after school),
- work in the Intervention or Isolation Room,
- parents/carers informed or invited in to discuss,
- appropriate monitoring put in place through the report system
- loss of break and lunchtime breaks;
- after school detentions. Where possible we will give 24hours notice, but there is no legal obligation to do so and in some instances we would expect them to be served immediately. We aim to work in partnership with home, but parental/carers consent is not required in order for detentions to be served. If detentions are missed for no good reason the time period will be increased;
- internal isolation;
- fixed-term or permanent exclusion from school;
- community service (e.g. littering will be addressed by the student litter picking);
- students being placed by on report for monitoring of behaviour at subject, form or whole school level by Tutor, Subject Teacher, House Achievement Leader and Senior Leadership;
- students being located in other classes/year groups for a temporary period;
- students paying for repairs if causing deliberate damage;
- confiscation of inappropriate items (e.g. make-up, jewellery, mobile phones, iPods, MP3 players, cigarettes and e-cigarettes etc.) where the student is using this in contravention of the school rules. Confiscated items will be kept secure and either returned to the student or parent/carers at the teacher's discretion;
- loss of privileges e.g. removal from ICT network for a fixed period or permanently if used inappropriately;
- possible police involvement for serious issues of physical harm, threat, theft or damage, drug abuse issues.

Wherever possible, the purpose of sanctions is to address the negative issue and constructively rectify it. Where appropriate, the school adopts a restorative approach to addressing misdemeanours and infringements of school expectations.

### Note

**Internal exclusion** means a student will be removed from lessons for a period of time and supervised in another part of the school and may lose social time.

**Isolation** means a student will be placed in the isolation room and will work there for a period of time and may lose social time.

**Fixed term exclusion** means a pupil will not be allowed in school for a fixed period of days and will be given work to do at home. A student on fixed term exclusion may not be in a public area during school hours. If this legal requirement is breached parents may be fined. Students can be given fixed term exclusions up to 45 days in any one academic year. When this happens pupils will be placed in an alternative education setting from the 6<sup>th</sup> day which may be another school (not necessarily in the same area) or a Pupil Referral Unit.

**Permanent exclusion** means a student will no longer be able to attend Parklands High school and will be allocated education provision by the Local Authority.

All exclusions are recorded on a child's educational record.

## **8 Training**

The Governing Body will ensure that appropriate high quality training on all aspects of behaviour management is provided to support the implementation of the policy.

## **9 Inter-relationship with other school policies**

In order for the behaviour policy to be effective, a clear relationship with other school policies, particularly special educational needs, anti-bullying and the Home-School agreement, will be established.

## **10 Involvement of outside agencies**

The school works positively with external agencies. It seeks appropriate support from them to ensure that the needs of all students are met by utilising the range of external support available. Students identified as needing learning support from external agencies are identified through the SENCO (lead teacher responsible for pupils with additional educational needs). Students identified as needing behavioural, social, emotional or pastoral support from external agencies are identified through the Intervention Manager, House Achievement Leaders or SLT.

## **11 Searching, Screening and Confiscation of inappropriate items**

We reserve the right to confiscate, retain or dispose of items in the possession of students that are illegal or banned by the school. Staff will not be held liable for damage to, or loss of, any confiscated items provided they have acted lawfully and reasonably.

The Headteacher and staff authorised by them can search a student or their possessions for any item if the student agrees or without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- "legal highs"
- stolen items
- tobacco, cigarettes and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or
- to cause personal injury to, or damage to the property of, any person (including the student).

Weapons and knives and extreme or child pornography must be handed to the police. Otherwise it is for the teacher to decide if and when to return an item, or whether to dispose of it.

The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this.

Any cigarettes, tobacco or smoking related items confiscated in school will be destroyed.

## **12 Power to use reasonable force**

Members of staff have the power to use reasonable force as is reasonable in the circumstances to prevent students committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline at the school, whether during a teaching session or otherwise.

The Headteacher and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for Prohibited Items.

The school does not encourage the use of force and it will be used very rarely in special circumstances. There is no definition of when it is reasonable to use force, and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

All staff at the school have the authority to use force when reasonable, and this extends to any other person to whom the head has given the responsibility to be in charge or in control of the students. Staff can also use this power when they are lawfully in charge of students but off the school premises – i.e. on a school trip.

Following serious incidents involving the use of force, the school will speak to the parents concerned. It is up to schools to decide whether it is an appropriate occasion to report the use of force to parents.

Such serious incidents involving the use of force will also be recorded by the school.

## **13 Regulating student's offsite conduct**

Students who are caught or known to have been misbehaving on the way to or from school, or near the school premises, will be disciplined by the school. This also applies to students who break school conduct during work experience, school trips, or extended school activities such as sports events, or any event where poor behaviour might jeopardise the chances of future students participating.

**This policy was last reviewed in November 2016. It will be reviewed every 2 years.**

## **Appendix 1**

### **Uniform and appearance**

Effective teaching and learning needs proper organisation, and this starts with a smart and tidy appearance which helps to instil discipline and pride in appearance in students, and reduces the risk of distraction in lessons.

The standard uniform is as follows:

#### **Girls**

Navy blue blazer with school badge.

Plain charcoal grey school regulation trousers with PHS lettering. No other trousers are permitted.

#### **OR**

Grey pleated skirt including logo which must be worn no shorter than 3" above the knee.

Plain light blue shirt.

Clip-on school tie.

Short dark socks (black or navy) or black opaque tights.

Sensible black leather shoes. No coloured soles, laces or logos. No boots, trainers or canvas footwear are allowed. Sports logos/brands are also not permitted.

Navy cotton V neck jumper or cardigan (optional)

#### **Girls' PE kit**

Parklands' polo shirt.

Parklands' shorts.

The 2 items above must be initialled. This service is available from our suppliers.

White trainers

White ankle socks. No trainer socks.

Plain navy tracksuit bottoms and sweatshirt (optional)

School tracksuit (optional)

#### **Boys**

Navy blue blazer with school badge.

Plain charcoal grey school regulation (**no** skinny, flare, bootleg jean style etc.) trousers with PHS lettering. No other trousers are permitted.

Plain light blue shirt.

Clip-on school tie.

Short dark socks (black or navy).

Sensible black leather shoes. No coloured soles, laces or logos. No boots, trainers or canvas footwear are allowed. Sports logos/brands are also not permitted.

Navy cotton V neck jumper or cardigan (optional)

### **Boys' PE kit**

Parklands' polo shirt.

Parklands' Rugby shirt.

Parklands' shorts.

The 2 items above must be initialled. This service is available from our suppliers.

White trainers

White ankle socks. No trainer socks.

Royal blue football socks.

Football boots

Plain navy tracksuit bottoms and sweatshirt (optional)

School tracksuit (optional)

### **Hairstyles, jewellery and make-up expectations**

Hair colouring is not allowed nor are extreme hairstyles (shaved head, tramlines etc.). Long hair must be tied back in practical lessons. For boys a no.2 cut is the shortest permissible. School is the final arbiter if what is permitted.

Jewellery must not be worn apart from a watch.

No piercings are permitted

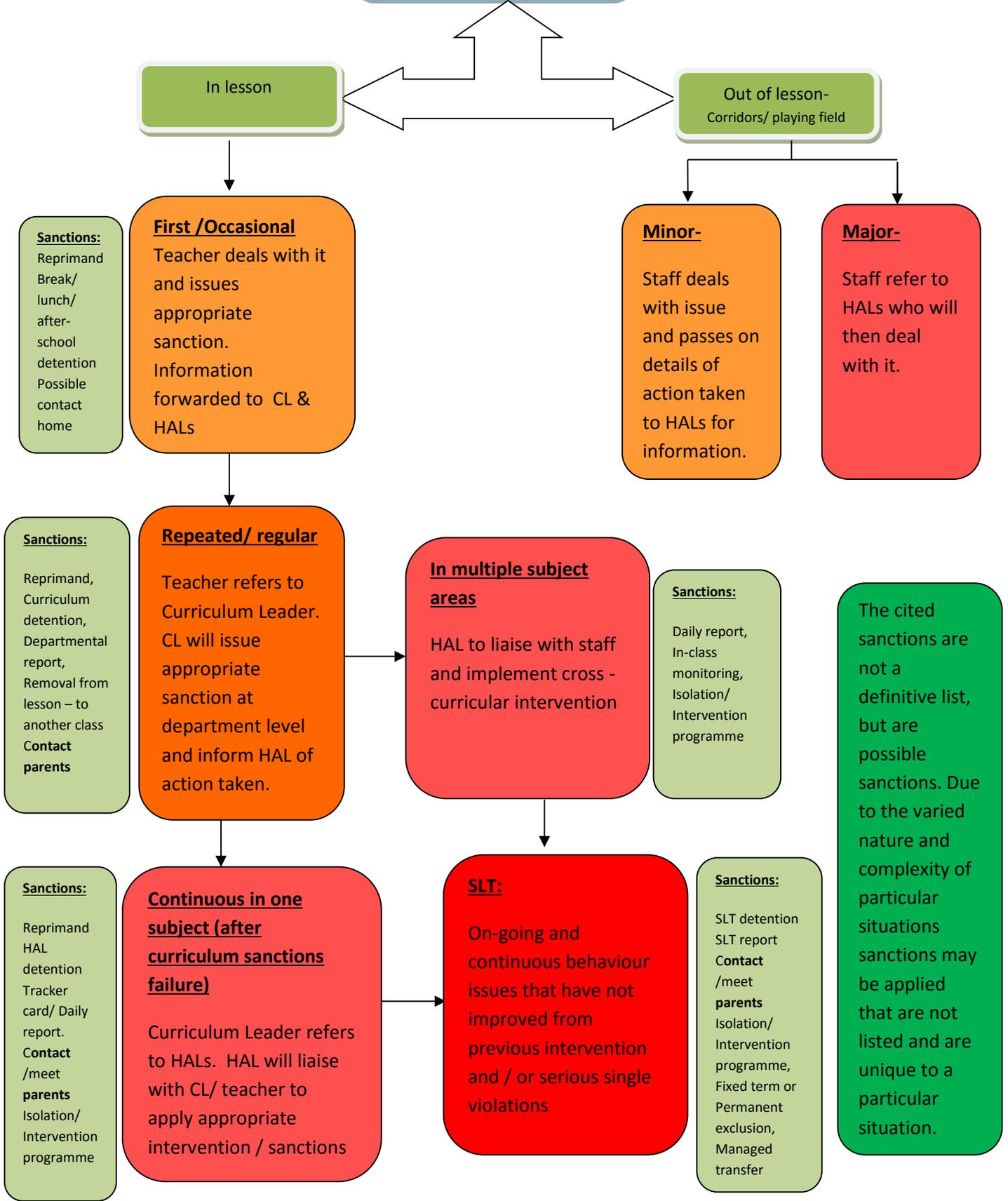
Make-up is not allowed apart from year 11 where discrete make-up is permitted (school will be the final arbiter regarding this where there is disagreement).

Nail varnish and any form of false nails are not permitted

The school uniform should be worn by all students in year 7 through to year 11. Students who come in repeatedly without the correct school uniform may be sent home to change.

# Appendix 2

## Student Behaviour Management Route



**Sanctions:**  
Reprimand  
Break/ lunch/ after-school detention  
Possible contact home

**First /Occasional**  
Teacher deals with it and issues appropriate sanction. Information forwarded to CL & HALs

**Minor-**  
Staff deals with issue and passes on details of action taken to HALs for information.

**Major-**  
Staff refer to HALs who will then deal with it.

**Sanctions:**  
Reprimand, Curriculum detention, Departmental report, Removal from lesson – to another class  
Contact parents

**Repeated/ regular**  
Teacher refers to Curriculum Leader. CL will issue appropriate sanction at department level and inform HAL of action taken.

**In multiple subject areas**  
HAL to liaise with staff and implement cross-curricular intervention

**Sanctions:**  
Daily report, In-class monitoring, Isolation/ Intervention programme

The cited sanctions are not a definitive list, but are possible sanctions. Due to the varied nature and complexity of particular situations sanctions may be applied that are not listed and are unique to a particular situation.

**Sanctions:**  
Reprimand  
HAL detention  
Tracker card/ Daily report.  
Contact /meet parents  
Isolation/ Intervention programme

**Continuous in one subject (after curriculum sanctions failure)**  
Curriculum Leader refers to HALs. HAL will liaise with CL/ teacher to apply appropriate intervention / sanctions

**SLT:**  
On-going and continuous behaviour issues that have not improved from previous intervention and / or serious single violations

**Sanctions:**  
SLT detention  
SLT report  
Contact /meet parents  
Isolation/ Intervention programme, Fixed term or Permanent exclusion, Managed transfer

# Serious Concerns Behaviour Support System

