



Scissett Middle School

Working together, respecting all, because everyone matters

Behaviour Policy

A handwritten signature in black ink that reads 'N. Greenough'.

Signed: Headteacher

A handwritten signature in black ink that reads 'RAR'.

Chair of Governors

Agreed: September 2018

To be reviewed: September 2019

Behaviour Procedure

The Role of All Staff

All members of staff are responsible for reinforcing school rules and should deal with incidents of poor behaviour wherever they occur by:

- Acting consistently
- Praising more than reprimanding
- Having high expectations of all children
- Listening
- Reinforcing, promoting and maintaining the highest standards of work and behaviour
- Giving ownership of 'rules for learning' to pupils
- Teachers producing regularly adapted behaviour plans

The Role of Pupils

- Pupils should be taught the rules, which should be reinforced by all staff.

Rules for Travelling to and from School

- Whilst waiting for a school bus, pupils must sit down. Pupils leave the hall in a calm, orderly manner following the teacher in charge.
- When travelling to and from school, pupils behave in a manner which reflects credit on themselves, their families and the school.
- Pupils must follow instructions given by the bus driver and act and speak in a polite manner.
- In order for pupils to cycle to school they must provide written permission from parents.
- All cyclists and scooter users must wear a helmet. All cyclists must have lights and reflectors attached to their bike.
- Pupils must push, not ride, their bikes/scooters down the driveway.
- Riders must stick to public highways when travelling to and from school.

Consequences for Breaking the Rules for Travelling to and from School

- Incidents reported to Pastoral Leader will be followed up with pupil(s) concerned. The incidents will be logged.
- Letter/telephone call to parents. The incident will be logged.
- After-school detention and parents invited to school. The incident will be logged.
- Banned from the bus for a fixed period. The incident will be logged.
- The bus company have the right to ban individuals.
- Where possible, the school will endeavour to find alternative transport.

Rules for the Pupils Arriving to School

- Pupils will be allowed into school for homework/breakfast club between 8:00am and 8:30am.
- All other pupils allowed into school via the main entrance from 8:45am.
- In case of inclement weather, pupils will be allowed in at 8:30am.
- On entry, all pupils should go to their classroom. Members of senior staff will patrol the school

Break/Lunchtime Behaviour Rules

- Teachers will dismiss their class in an orderly manner.
- Pupils exit as quickly as possible, following teachers' instructions.

- All pupils will take their bags to their next classroom and exit the building as quickly as possible.
- Should pupils remain indoors during break/lunchtime, they should take bags to their registration room.

Hard and Grassed Areas

- Pupils only play on the 'hard play' areas, or the fields when appropriate. The Pastoral Leader will place colour coded signs on the exit doors to indicate if pupils are allowed on the grassed areas. (Green – Yes, Red – No). Children may not, at any time, play on the sports fields.

M.U.G.A.

- Permitted pupils are allowed on the M.U.G.A.
- Pupils must wait for the duty member of staff to escort them to and from the Y8 yard to the M.U.G.A. safely.
- Pupils should only bring 'mini' balls onto hard play areas or the grassed areas when appropriate.
- **PLAYFIGHTING IS NOT ACCEPTABLE AT ANY TIME.**

Consequences for Breaking the Break-time Rules

- Pupils are removed and stood alone in a designated place for 'time out'.
- Persistent poor behaviour will result in a break-time detention with Heads of Year.
- Serious incidents will result in parents being informed. Pupils may be placed on a target card to monitor their behaviour at break-times.
- All incidents will be recorded on the electronic behaviour recording system.

When the Bell Rings

- Pupils line up quickly and calmly as directed.
- Pupils enter school when instructed by a member of staff.

Wet Break/Lunchtime Behaviour Rules

- Pupils behave calmly and considerately in the classrooms at all times.
- Pupils sit on a chair.
- Pupils stay in their own classroom (or the one to which they have been directed).
- Pupils keep away from electrical items, storage areas and teachers' desks.
- During this time pupils may use games and books, talk, do homework or complete classwork. All items should be put away carefully after use.
- Pupils are expected to show consideration of how other pupils wish to spend their time.
- Pupils will follow instructions given by the Lunchtime Supervisors/Duty Staff.
- Pupils tidy up the room before leaving.

Lunchtime Rules

- Pupils on 1st sitting will go directly to the hall.
- Pupils on 2nd and 3rd sitting will line up in an orderly manner, in either year 6 or 8 yard, before entering the school.
- Pupils will walk in single file to the hall.
- Good lunchtime behaviour will be rewarded with an early dinner pass.

Consequences for Breaking the Lunchtime Rules

- Inappropriate behaviour in the dining hall will result in 'trolley duty'.
- Repeated disruptive behaviour will result in pupils being placed on last sitting.

- Heads of Year will be informed of serious incidents by a Lunchtime Supervisors.
- The most serious incidents will be acted on by the Pastoral Leader.
- Senior Lunchtime Supervisor will record serious incidents on the electronic behaviour recording system.

Corridor Code

- Pupils walk quietly and calmly on the left.
- Pupils line up quietly in single file, outside the classroom.
- Pupils must not enter a Laboratory, Art or Technology room without a member of staff, unless permission has been given by a member of staff to do so.

Rules to Help Us Learn

In our classrooms:

- Each class devises a set of rules for learning with their class-teacher in September. These are then collated and 5 learning rules are used in all classes.
- Class-teachers review the rules for learning during the year.

Rules for Uniform

- Pupils must wear the correct uniform. Up to date details can be found on the website or prospectus.
- A note must be brought from home if a pupil is unable to wear part of the uniform, this includes school P.E kit.
- Make up is not allowed. This includes make up and nail enhancement.
- Jewellery - only silver or gold ear studs may be worn and a simple watch. Hair bands should be unembellished and of a dark, subtle colour.

Consequences for Not Adhering to Uniform Rules

- Class Teacher speaks to pupils. An appropriate note will be written in the pupil's planner.
- Class Teacher rings parents/carer.
- Head of Year rings/writes to parents to share concern.
- Parents invited into school.

Rewards for Meeting and Exceeding Expectations

When pupils meet our expectations for behaviour, effort and uniform they will be rewarded by teaching and non-teaching staff.

This will take the form of:

- Praise
- Reward Stamps
- Postcards
- Sent to Head of Year and/or Senior Management Team for praise
- Note in planner
- Early Dinner Pass
- Michael Moriarty Achievement Trophy.
- Phone call home
- Commendation in assemblies
- Praise card
- Subject stickers

- Merit Awards
- Letter to parents after Pupil Progress Monitoring

Consequences for Not Meeting Expectations

In class the following steps can be taken to avoid disruption:

Warning: Pupil reminded how to behave

- P1: Pupil recorded on the electronic behaviour tracking system
- P2: 5-minute detention with the subject teacher, at a time and place of the teacher's choosing.
- P3: Lunchtime detention.
- P4: Removed from lesson and pastoral team consulted regarding appropriate consequence

Pupils Chewing Gum

- Any pupils found with gum or chewing gum in school will serve a detention at morning and lunchtime break.

Pupils on Target Cards

- Pupils may be provided with personalised target cards. Suitable target cards are agreed with staff, parents and pupils.
- Pupils are encouraged to take responsibility for their cards

Homework

All pupils are expected to write homework clearly in planners and complete within the time allocated.

Consequences for Non Completion of Homework

- When homework missed the pupil name is recorded and investigated by the subject teacher.
- The pupil will attend a lunchtime detention. Members of the SMT/Leadership will be supervising all detentions
- Detentions will be recorded in the pupil's planner
- Parents will be invited into school if their child persistently fails to complete homework that is set by teachers
- At Scissett Middle School, we expect high standards of behaviour from our pupils at all times within the school and the wider community so that all pupils can benefit from teaching and learning opportunities provided by our school.

Physical/Verbal Aggression in the Classroom

- Teachers to follow their intervention strategies as outlined in individual behaviour plans.
- For serious incidents the 'on call' system.
- The incident is recorded on the electronic behaviour tracking system by the adult initially involved.
- Head of year will liaise with all stake holders to decide relevant and appropriate consequence.

Repeated Physical and Verbal Aggression

- In depth analysis of previous incidents.
- Complete electronic behaviour tracking system.
- Report to Head of Year, SENCO and Head Teacher.

- Involvement with external agencies.
- Behaviour support plan.
- Single point referral.
- Exclusion.

Exclusions

We follow the Kirklees Local Authority Guidance on Academy Exclusions, <http://www.kirklees.gov.uk/beta/schools/pdf/academy-exclusions.pdf>

Special Educational Needs pupils:

We have the same expectations of behaviour for all pupils but ensure pupils who have a SEND are supported to meet the expectations. Any exceptional provision for pupils with a particular need will be recorded in each pupil's IEP.

For pupils who have a SEND, the school will follow correct process, as outlined by Kirklees, should an exclusion be necessary. However, exclusions of pupils with a SEND will only be done when there are no further options available.

Mobile Phone Policy

Use of Mobile Phones

We are committed to providing a caring, friendly and safe environment for all of our Pupils and believe that modern technology in the form of mobile phones, when used appropriately offers young people and their parents/carers peace of mind, particularly when travelling to and from school. We are also clear that when phones are used inappropriately, they distract from the core school business of learning, and at worst can be used as a tool for bullying.

Rules for the Acceptable Use of a Mobile Phone in School by Pupils

Pupils are allowed to bring a mobile phone into school. If they choose to do so it is on the understanding that they agree with the following limitations on its use:

Mobile phones must be switched off on entry to the school premises. All mobile phones must be handed in during registration and will be stored in a padded box and kept in the school office. The mobile phone boxes will be returned to each class at the end of the school day.

In personal circumstances, mobile phones may be allowed to be kept by the pupil in the classroom. Permission should be obtained from the Headteacher in the first instance. Any phone left in a bag must be totally switched off, not left in silent or vibrate mode.

If asked to do so, content on the phone (e.g. messages, pictures, videos, sound files) will be shown to a member of staff.

Unacceptable Use

The school will consider any of the following to be unacceptable use of the mobile phone and a serious breach of the school's behaviour policy which will result in sanctions being taken:

Photographing or filming in toilets, changing rooms and similar areas.

Photographing or filming staff or other pupils without their knowledge or permission.

Failure to hand over a phone will be treated as defiance.

Bullying, harassing or intimidating staff or students by the use of text or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites.

Refusing to switch a phone off or hand over the phone at the request of a member of staff.

Using the mobile phone outside school hours to intimidate or upset staff and pupils will be considered a breach of these guidelines in the same way as unacceptable use.

Using the mobile phone to photograph or record altercations or fights.

Sanctions

Pupils and parents are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines following the school's behaviour policy.

In addition:

Pupils and their parents should be very clear that the school is within its rights to confiscate the phone where the guidelines have been breached.

If a phone (including SIM card) is confiscated school will make it clear for how long this will be and the procedure to be followed for its return.

Pupils should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected.

If a pupil commits an act which causes serious harassment, alarm or distress to another pupil or member of staff the ultimate sanction may be permanent exclusion.

School will consider the impact on the victim of the act and parents will be involved.

Confiscation Procedure

If a mobile phone is confiscated, then:

The pupil will be informed that the phone can be collected at the end of the school day from the Headteacher for the first offence. Heads of Year will monitor repeat offences to see if there is any pattern in the perpetrator or the victim which needs further investigation.

Following the second and third confiscations, the phone will only be returned to a parent/carer who will be required to visit the school by appointment to collect the phone. This may be at the end of the day or week.

The confiscation will be recorded in the school behaviour log for monitoring purposes.

School will ensure that confiscated equipment is stored in such a way that it is returned to the correct person.

Where a student persistently breaches the guidelines, following a clear warning, the Headteacher may impose an outright ban from bringing a mobile phone to school. This may be a fixed period or permanent ban.

The Headteacher or a designated staff member will have the right to view files stored in confiscated equipment and will seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless these are required for evidence.

Evidence of the offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen.

School should consider whether an incident should be reported to the police. Advice can be sought from the Local Authority (via INTECH helpdesk on 01484 414714) and/or the police (general response number 0845 606 0606 or use the local Police Community Constable.

Support for the Victim

Where an incident has involved the victimisation, harassment, alarm or distress of another pupil or member of staff the school will provide support for the victim.

This should be discussed with the victim's family or where the incident involves a member of staff, appropriate support should be obtained. This might be a designated member of staff or the victim's union.

To support the rehabilitation of a victim the following support may be offered in consultation with the victim and their family or support person. The school may:

Follow up with the victim and family and agree a suitable way forward to facilitate an effective closure for the victim to the incident.

School will also ensure that the perpetrator is educated about the impact of their actions on the victim.

School will ensure a fully documented case history of the incident is recorded and secured in the behaviour database.

Senior staff should consider if an education programme should be implemented as part of Citizenship, Computing and class time.

Where material has been posted online about a victim, school will provide support in getting the material removed either through discussion with the poster of the material or contact with the service provider.

This statement of guidelines will be subject to regular review and updating to ensure that the personal safety of pupils and school staff is protected and that the learning environment is not disturbed by current or emerging technology.

Possession of Illegal Substances –Tobacco, Illegal Drugs, Solvents and Alcohol

- The offending substance will be taken from the pupil and given to the Head teacher
- The pupil will be isolated and parents will be invited into school
- The Police will be contacted
- Any pupil found in possession of illegal substances can expect to be permanently excluded from school

Isolation Policy

- As a school we reserve the right to isolate pupils at our discretion.
- We can decide when and for how long pupils may be isolated. The staff member in charge can determine what pupils may and may not do during the time they are isolated.
- School will ensure pupils are isolated for no longer than is necessary and that their time is used as constructively as possible.
- School will ensure pupils have time to eat and use the toilet.

- Any use of isolation that prevents a pupil from leaving a room would only be considered in exceptional circumstances, for example, should it reduce the risk presented by the child to themselves and others.

Reasonable Force

- All members of school staff have a legal power to use reasonable force. School does not require parental consent to use force on a pupil.
- Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. The use of force is deemed reasonable if it is proportionate to the consequence it is intended to prevent.
- The decision to physically intervene is based on the professional judgement of the staff member concerned and should always depend on individual circumstances.
- Should a pupil refuse to leave a room when instructed to do so they may be physically removed. However, the Scissett Middle School policy is to instruct the remaining pupils to leave in order that the individual may be managed.
- The Head teacher and authorised school staff may also use such force as is reasonable when conducting a search without consent, for any items that have been, or could be, used to commit an offence or harm.

For further information, please visit the DFE at:

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>