

## STUDENT BEHAVIOUR POLICY SEPTEMBER 2022

<b>RESPONSIBILITY:</b>	<b>LEARNING &amp; ACHIEVEMENT COMMITTEE</b>
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<b>PROPOSED BY:</b>	<b>DEPUTY HEADTEACHER</b>
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<b>TYPE OF POLICY:</b>	<b>STATUTORY</b>
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<b>ON WEBSITE:</b>	<b>YES</b>
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<b>DATE AGREED BY LEARNING &amp; ACHIEVEMENT COMMITTEE:</b>	<b>30 JUNE 2022</b>
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<b>FREQUENCY OF REVIEW:</b>	<b>ANNUALLY</b>
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<b>NEXT REVIEW:</b>	<b>NOVEMBER 2023</b>
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<b>APPROVED BY:</b>	<b>FULL GOVERNING BOARD</b>
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<b>DATE APPROVED AND ISSUED:</b>	<b>18 JULY 2022</b>
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<b>SIGNATURE:</b>	 <b>DAVID PACKER</b> <b>CHAIR OF GOVERNORS</b>
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In reviewing this policy, the Learning & Achievement Committee has taken into account the provisions of the Equality Act 2010.



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## **Policy Statement**

Our aim is to create an environment in school where all students feel safe and valued and which encourages students to attend regularly and work together to promote high standards of behaviour and safety, to ensure all students reach their full potential. We believe the setting of clear expectations and acceptable boundaries is crucial to the personal and social development of our students and in the promotion of their welfare.

Our emphasis is on rewards to reinforce good behaviour. We believe that rewards have a motivational role, helping students to see that good behaviour is valued by all.

We aim to:

- promote behaviour that encourages student engagement and enhances the opportunity for all students to learn
- promote high expectations of positive behaviour through modelling
- ensure that good behaviour is always recognised and rewarded
- ensure our approach to behaviour and discipline is fully understood by all staff and students and is consistently implemented throughout the school
- ensure parents/carers are made aware of the policy upon induction

## **Roles and Responsibilities**

### **Staff**

- To be consistent and fair in dealing with students and refer to the “Behaviour for Learning ladder”.
- To reinforce good behaviour through the implementation of praise and rewards.
- To be vigilant around the school and to challenge anti-social or inappropriate behaviour in a calm, non-confrontational manner.

### **Students**

- To treat all staff, other students and visitors with respect, both in school and on the way to and from school, including during extra-curricular trips and visits.
- To show a positive attitude to learning and take responsibility for the impact of your behaviour on others.

### **Parents/Carers**

- To support the school’s expectations for positive behaviour.
- To work in partnership with the school to assist it in maintaining high standards of behaviour.
- To actively support the school when dealing with any challenging behaviour presented by students.
- To take responsibility for the behaviour of their child(ren) both inside and outside the school.
- To promote the importance of good behaviour, attendance and punctuality and their link with high achievement.

## **Anti-Bullying**

At Vandyke we will not tolerate bullying. The school has a clear policy for tackling any bullying that takes place.

Please see the Anti-Bullying Policy for further details.

## **Smoking, Vaping, Drugs and Alcohol**

Vandyke Upper School is a non-smoking site. If a student is found to be smoking, or to be carrying smoking paraphernalia, including e-cigarettes and vapour pens, parents/carers will be informed and a range of sanctions will be applied; these may include suspension/exclusion.

Any student found in possession of alcohol, drugs or drug-related paraphernalia will be referred to the Headteacher for further sanction; this may include suspension/exclusion.

This policy also applies to students in their school uniform on their way to school or on their way home.

## **Bullying, Sexual Harassment, Racism and Homophobia**

Vandyke Upper School does not accept any Bullying, Sexual Harassment, Racism or Homophobia. Any incidences of Bullying, Sexual Harassment, Racism or Homophobia are to be reported on CPOMS by the member of staff.

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying is therefore:

- deliberately hurtful
- repeated, often over a period of time

Details of the school's approach to preventing and addressing bullying are set out in our Anti-Bullying Policy.

## **Sanctions**

Sanctions will be applied consistently and fairly and in accordance with our "Behaviour for Learning" ladder (Appendix 1).

Where sanctions at individual teacher and team level have been employed without success, a student may be placed in whole school detention (Appendix 2).

## **Suspensions/Exclusion\***

Where students have failed to comply with the school's behaviour systems, suspension or exclusion may be applied.

School will always take into account individual needs before making the decision to suspend or exclude a student.

### ***Fixed Period Suspensions***

Will only be used when:

- other sanctions have failed to produce a change in the behaviour of a student
- the safety/welfare of staff/students is deemed to be at risk
- a one-off incident, or series of incidents, is deemed to be so serious that the Headteacher believes a fixed-period suspension is necessary

### ***Permanent Exclusions***

Are used in exceptional circumstances when:

- despite the school's best efforts, a student continues to behave unacceptably
- a one-off incident, or series of incidents, is deemed to be so serious that the Headteacher believes a permanent exclusion is necessary

A summary of all fixed-period suspensions and permanent exclusions will be a standing item on the agenda of all Full Governing Board meetings.

### **Governors' Discipline Panel**

This will meet whenever deemed necessary by the Headteacher to consider the cases of students most at risk of suspension/exclusion.

### **Governors' Discipline Committee**

This committee will meet to consider cases in accordance with statutory guidance for permanent exclusions.

The terms of reference for both these committees are available from the Clerk to the Governors.

## **CELEBRATING STUDENT ACHIEVEMENT**

### **“Academic” Recognition**

We continue to use tried and tested forms of recognising great work, effort and achievement or contribution to the school. Examples of reward are:

- **All departments and teachers send praise postcards.** Subject teams are asked to begin the weekly team briefing with all teachers nominating 1-2 students for a praise postcard. Completed praise postcards are handed to the main office from where they are posted out.
- **All students receive half-termly achievers’ assemblies** based on progress reports.
- **All students receive ‘Effort Certificates’** (Platinum, Gold, Silver & Bronze) based on effort in the previous set of reports.
- **Praise letters** are sent home by the Year team and Headteacher after each set of progress reports to recognise excellent effort/ attitude to learning grades.
- **Half-termly Year Team and Headteacher praise meetings** are held with students who are identified by Heads and Directors of Year and a letter is sent home recognising this by the Headteacher.
- **Year Awards Evenings** for students from all year groups are held to celebrate excellent effort and achievement.
- **Hot Chocolate Mornings** for any student who has 0 behaviour points

Departments may also run their own rewards schemes to celebrate student achievement. Examples include ‘wall of fame’, celebrating in Vandyke Voice, or publishing success on the school’s website.

### **Department Recognition**

**Day-to-day praise continues to be managed by subject teachers**, to ensure individual student praise is given in lessons to motivate, e.g. spoken, written, using stickers/ stampers and class competitions, to reinforce praise for excellent pieces of work, good effort and improvement. This can be developed on an individual teacher or team basis and is not part of any formal system, but is equally as important in recognising hard work and good achievement. In many ways, the **quiet word of recognition, or positive comment on a piece of work, can be as important to a student as formal recognition.**

## **Student House Points**

From September 2022, the school will be moving from Achievement Points to **House Points**. Any member of staff can issue house points to students in school and the criteria for awarding **house points to individual students** include:

- Excellent Classwork
- Excellent Homework
- Headteacher's Praise
- Participation in Extra-curricular Activities
- Participation in whole school responsibility (e.g. School Council or taking part in assemblies)
- Praise Postcard Home

### **Criteria for the house points:**

- **Excellent Classwork**

This is awarded to a student who has continued to go above and beyond to produce outstanding classwork over a period of time (e.g. throughout a scheme of learning or half term)

- **Excellent Homework**

This is awarded to a student who has provided outstanding homework (either over a period of time or a significant piece of work)

- **Headteacher's Praise**

This is awarded to a student who has received a Headteacher's Praise Award

- **Participation in Extra-curricular Activities**

This is awarded to a student who has excelled and shown dedication to an extra-curricular activity over a period of time

- **Participation in whole school responsibility** (e.g. School Council or taking part in assemblies)

This is awarded to a student who has shown dedication to the school by taking part in a whole school responsibility

- **Praise Postcard Home**

This is awarded to a student who has received a praise postcard home

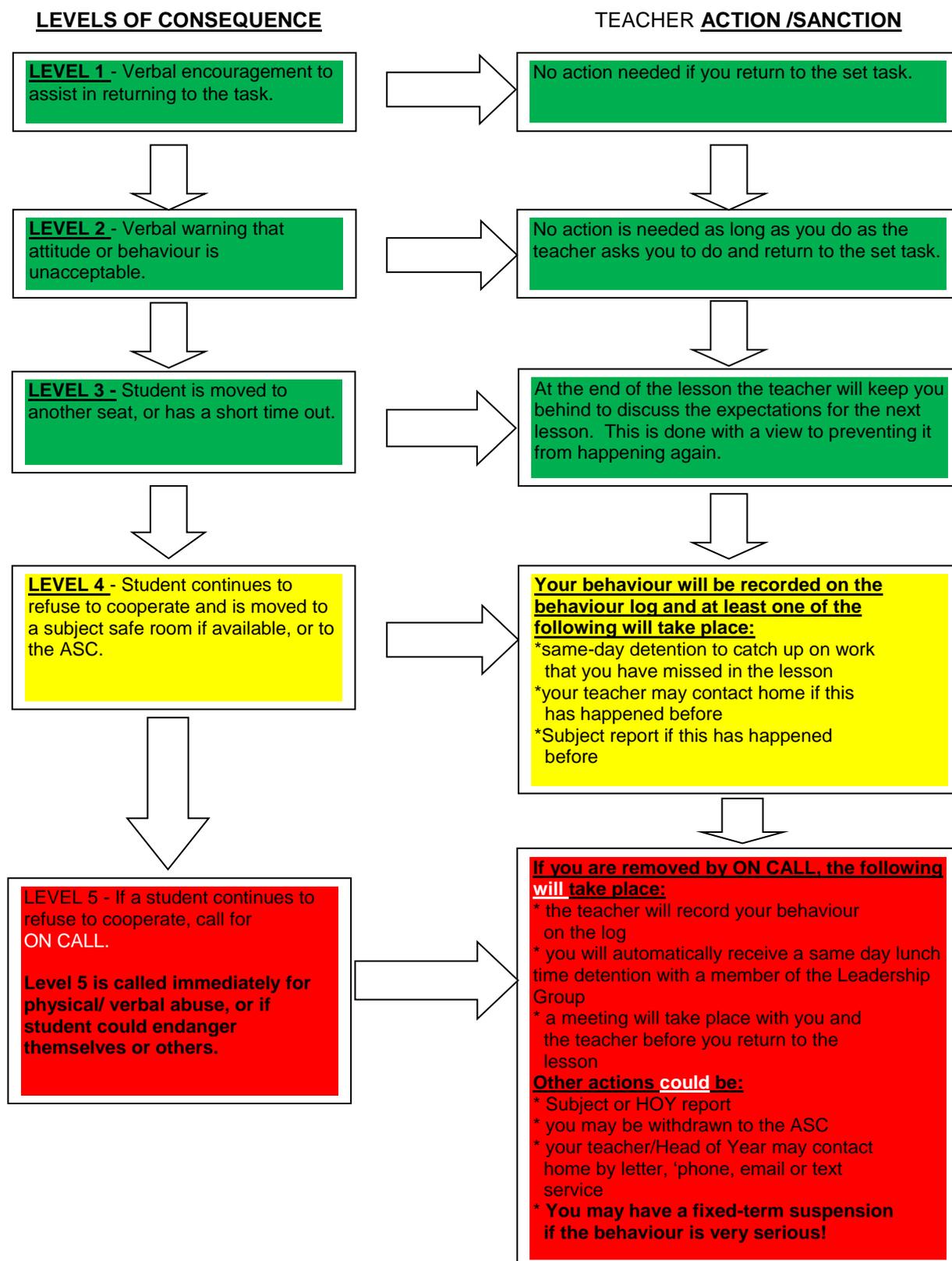
### **House Competition Points**

In addition to earning house points on an individual basis, there will be opportunities throughout the year to earn **'bulk' house points in a series of house events operated by subject teams**. These events will have a competitive element and points will be awarded on a decreasing scale from **First → Second → Third → Fourth**.

**These house events will earn different numbers of bulk points** depending on the nature of the activity and will build towards the sports festival, which will carry the most points, in an attempt to retain interest on the part of the students. Individual students awarded house points will also count towards the total value.

House points will be collated for overall totals. This will be managed by a **Head of House** and will be published regularly in the bulletin and on house and tutor room notice boards. It will also be a regular item in assemblies and the house with the greatest number of points for a term and overall will be awarded a trophy.

**BEHAVIOUR FOR LEARNING - MAKE THE RIGHT CHOICE**



## REFERRAL FOR AFTER-SCHOOL DETENTION PROCEDURE

**A referral for a School Detention cannot be made unless at least:**

- (a) the teacher has tried again to get the student to make up the missed work, usually through a detention**
- and**
- (b) contact has been made by the teacher with home to alert a parent/ /carer/ guardian to what is going wrong, how it can be put right and the consequences of the student not putting it right.**

To make a referral, the teacher completes a hard copy School Detention slip (these are stored in the staffroom trays) which records briefly why this is felt to be needed and what actions have already been taken. The teacher passes this through to the respective Head of Year, who actions the detention, i.e. informs the student and parent/carer at least one day in advance of the detention. The detention is run by a Deputy Headteacher (DHT) after school on Fridays. The student and parent/carer are informed by the Head of Year about the detention and why (and the parent/carer has already had contact from the teacher themselves about the poor attitude to learning or homework effort). The Head of Year passes the slip through to the DHT who will file these in a folder. Wherever possible, the detention is carried out on the next available Friday, i.e. as close to the issuing of the slip as possible. The duration of the detention will be a minimum of one hour, but up to an hour and a half, i.e. until 4.30pm.

The teacher instigating the referral may attend to provide appropriate work for the student and to ensure that the student is able to complete the work. This may also provide an opportunity for some “repair and rebuilding” of relationships through a short conversation.

Any student not attending the detention puts themselves at risk of suspension. The DHT will follow this up.

Where a student is legitimately absent from school on the detention day, it will be rearranged for the earliest possible next day by the DHT who will also carry out the detention.

The record of School Detentions will indicate which students require a further action. Three such detentions trigger a meeting with parents/carers in school and further agreed actions.

## School Detention

### TO BE COMPLETED BY TEACHER MAKING THE REFERRAL

Name: Tutor group: Date of referral:

Teacher making the referral:

Reason for the referral:

Strategies used by teacher to remedy the issue so far (please tick all that apply):

Opportunity to repeat work

Changed seating arrangement in lessons

\*\* Detention at break/ lunch/ after school (please specify):

\*\* Contact with parent/carer

Involvement of Head of Dept or other colleague (please specify):

Other (please specify):

Note: \*\* these **must** have taken place prior to making a referral

### TO BE COMPLETED BY THE TEAM LEADER

Name:

I agree to this referral:

### TO BE COMPLETED BY HEAD OF YEAR

Student informed:

Parent/carer informed:

### TO BE COMPLETED BY DHT

Name of DHT

Detention completed:

Follow-up needed:

## **Special consideration**

If a parent /carer feels that their child should be exempt from this policy due to special educational needs, a medical need or disability, they should write to the Headteacher detailing their reasons for consideration. All cases will be reviewed on an individual basis

## **Linked Documents**

This document is linked to other documents including:

- The Anti-Bullying Policy
- The School Prospectus
- The Vandyke Guide for Parents/Carers
- The Staff Handbook
- The Attendance Policy