

ARCHBISHOP BLANCH SCHOOL



Archbishop Blanch
— SCHOOL —

BEHAVIOUR POLICY (Incorporating Rewards Policy)

POLICY WRITTEN BY:	Deputy Headteacher
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**Community, Compassion, Forgiveness, Friendship,
Thanksgiving, Trust**

ARCHBISHOP BLANCH CE HIGH SCHOOL BEHAVIOUR MANAGEMENT POLICY

We are one community showing the love of Christ through Friendship, Compassion and Thanksgiving. Our Behaviour Policy seeks to reflect our core values, creating a safe, caring and well-ordered environment, which is vital to effective teaching and learning. Our students must take seriously their responsibility to treat all members of the school community with respect, allowing and encouraging others to learn and develop – both inside and outside of the classroom.

INTRODUCTION

A behaviour policy requires all members of staff to be consistent in their practice, ensuring all learners know the standards expected of them.

AIMS

- To allow all students to achieve their full potential
- To support effective teaching and learning
- To foster mutual respect across of all members of the school community
- To create consistency of expectations and consequences
- To challenge poor behaviour in an appropriate manner, supporting positive change

Our policy will:

- Encourage, recognise and reward
- Create a safe and secure learning environment
- Give clarity of expectation to staff and students

LEARNING AND TEACHING

Students in our school should feel valued and encouraged to achieve their best. Our relevant curriculum helps to maintain positive behaviour and promotes full attendance. Full participation in lessons with positive contributions will support excellent behaviour that allows all students to flourish.

RESPONSIBILITIES

Parent / Carer:

- Sign and support the home / school agreement
- Support the school rules and the appropriate rewards and sanctions
- Respond promptly and appropriately to communication
- Attend meetings relevant to your child
- Develop positive relationships with all members of the school community.

Students:

- Treat all members of the school community with respect
- Follow all instructions in school
- Be aware of and follow all school rules, both in and out of school when wearing our school uniform
- Understand that unacceptable behaviour sanctions are a result of not following school rules and policies.

Staff:

- Set high standards of appropriate work and expectations according to the teacher standards
- Be fair and consistent in the implementation of rules and policies
- Treat all members of the school community with respect
- Form positive home / school relationships with appropriate communication
- Respond promptly to communication from parents, seeking advice where necessary.

SCHOOL RULES

1. 100% attendance is expected of every pupil. Punctuality is essential, both in arriving in school before 8.30 am and for lessons. School must be notified of any absence by telephone before 8.30 am and subsequently with a note from the parents. Unexplained absences will be recorded as truancy. Medical evidence will be requested for absences exceeding 3 days or if there have been a number of prior absences.
2. School uniform must be strictly adhered to and worn at all times to and from school, as well as in school. Protective clothing for Food Technology, Design Technology and some Art and Science lessons is compulsory. PE kit is essential for practical lessons.
3. Courtesy and good manners to all members of the school community is expected at all times. This includes behaviour in public places. The uniform represents the school, which will be judged by pupil conduct.
4. Respect for the building and property is expected at all times. Anyone damaging the building or school property will be severely punished.
5. Students must not leave the premises or a classroom without permission. An appointment letter should be brought to school if students need to sign out during the day. They must be collected by a designated responsible adult. Any student out of lessons requires a note in their planner from the Subject Teacher.
6. Each student must have the required basic equipment for school every day, including her student planner, which should be up-to-date and signed. This includes homework. Any equipment borrowed from school, including books, that are lost or damaged will need to be paid for.
7. All students are issued with a locker in school to store bags, coats and mobile phones. Replacement keys cost £5 and as they are ordered individually, **they are not immediately available.**
8. Collective Worship takes place every day. Students should behave respectfully throughout, prepare in an appropriate manner and arrive with their Form Tutor.
9. All students stay in school for lunch. Food should only be consumed in the appropriate location. No eating or drinking is allowed on the corridor or in classrooms.
10. Mobile phones are only allowed into school on the following conditions:
 - They remain switched off and in lockers throughout the day.
 - We accept no responsibility should the phone be damaged or stolen.
 - If seen, phones will be confiscated until a parent/carer can collect them at the end of the school day. A detention will be issued.

The following items SHOULD NOT be brought into school:

- Ipods,/electronic devices, smart watches, valuable articles
- Aerosol sprays/correcting fluid
- Chewing gum.
- Cigarettes/E-Cigarettes
- Illegal substances/alcohol.
- Large sums of money.

CLASSROOM ROUTINES

Positive classroom routines create a consistent and orderly start to all lessons, promoting clear expectations, supporting teaching and learning.

The following routines should be followed at the start of all lessons.

- Students line up outside of the classroom, staff meet and greet students here
- Students enter the room together and stand behind their chairs
- An appropriate greeting is used to welcome students to the class (E.g. good morning year 7)
- Students respond appropriately and sit down organising their equipment and beginning tasks
- Registers to be taken **within** the first 5 minutes of the lesson
- At the end of the lesson, students are to be dismissed in an appropriate manner that supports a positive start to the subsequent lesson or activity

ROLE OF THE CLASS TEACHER

A well designed and challenging lesson will support and maintain positive behaviour as well as pupil progress. Regular praise and rewards will support achievement and nurture a positive working environment.

Classroom teachers should deal with disruptive behaviour effectively, as per paragraph 7 of the teacher standards. Staff should adhere to the Behaviour Policy, using appropriate strategies and seeking advice to manage poor behaviour where necessary. It is the responsibility of the teacher to generate positive relationships with all students, in line with the mission statement.

Poor behaviour in lessons should be managed within the subject area, using the following structure:

Class teacher → Subject Leader → Senior Line Manager.

ROLE OF CURRICULUM LEADER

- First point of escalation for behaviour issues related to the subject area
- Behaviour is a set agenda item at departmental meetings
- Ensure the schemes of work accommodates a differentiated approach to learning
- Discuss good practice in terms of classroom management and minute discussion, sharing best practice and resources across the subject
- Discuss corridor monitoring and ensure that department members have a visual presence in the corridor during lesson changeovers, ensuring all staff follow the classroom routines
- Support staff having difficulty with individual classes or students
- Use subject report effectively

ROLE OF THE FORM TUTOR

The first 15 minutes of school is critical, it sets the tone for the remainder of the day. Positive relationships are essential to ensure we maximise student success. Form tutors should:

- Support collective worship
- Develop positive relationships with students
- Address pastoral issues
- Enforce the behaviour policy
- Check planners on a regular basis
- Communicate in a positive manner with parents / carers
- Support rewards and sanctions.

ROLE OF THE PROGRESS LEADER

- To support form tutors to monitor students' behaviour across subjects
- First point of escalation for behaviour issues outside of lessons or across more than one subject
- Behaviour is a set agenda item at year team meetings
- Use Progress leader report effectively

All staff have the responsibility to monitor poor behaviour in unstructured time, outside of lessons and challenge any actions deemed inappropriate. The following structure should be used:

Staff member → relevant pastoral team → senior line manager

Appropriate sanctions will include the following strategies:

- Monitor patterns and sustained behaviour issues on classcharts
- Phone call home
- Detention
- Monitoring Report
- Parental meetings
- Referral to senior line manager

Additional sanctions for serious incidents are available through consultation with the Head Teacher or Deputy Head responsible for pastoral issues. These sanctions can include:

- Monitoring reports (SLT)
- Reflection
- Fixed term exclusions
- Governors
- Permanent exclusions

REWARDS

The School will celebrate the achievements of all groups of pupils to encourage positive behaviour for learning, regular attendance, increased self-esteem and will provide a range of opportunities in which pupils can excel and be rewarded.

Celebration Assemblies

To celebrate success and reward achievement, students will attend a termly Celebration Assembly. This is an important highlight for both students and their teachers. Certificates and prizes are awarded for attendance, punctuality, citizenship and achievement in individual subjects. There are also special Form Tutor awards, Progress Leader awards and Headteacher awards.

We also encourage the recognition of sustained achievement and effort by individual students through the presentation of a range of awards at Awards Evening, where achievements are celebrated in a public forum with parents, staff, governors and an inspirational guest speaker.

Students should be recognised for their contributions to the school community. Rewards will be issued for the following:

- Good work
- Effort
- Determination and resilience
- Outstanding contribution to the school community
- Special recognition
- Outstanding attendance
- Sporting success

Examples of rewards include:

- Golden ticket (queue jump)
- Star of the Week
- Certificates
- Phone call home
- Praise Postcards
- Celebration assemblies
- Awards Evenings
- Prize draws
- Access to school trips and events

Termly reward trips are offered in recognition of consistent good behaviour and attendance, at the discretion of the Headteacher.

CLASSCHARTS

As part of our partnership with parents, we have invested in a behaviour monitoring system called 'ClassCharts'. ClassCharts is an online system which teachers use to track achievement and behaviour throughout the school day. We believe in working closely with parents, and one of the key benefits of using Class Charts is that we are able to securely share pupils' achievement and behaviour report with parents and staff and so keep all up to date in real-time. Both positive and negative behaviours are logged, and this will enable staff to celebrate pupils' success in class, and to intervene where necessary in partnership with parents. Each pupil has a unique access code which has been issued to parents so they can see input from staff in real time. Staff are asked to log behaviour incidents through ClassCharts and then to follow up as per our behaviour policy.

Progress Leader and Form Tutor track and monitor class charts weekly.

THE USE OF RESTRAINT

The use of force to restrain pupils should only be undertaken as a last resort when a pupil has lost control and is in danger of hurting themselves or another person. Please refer to Policy on Pupil Physical Restraint for further information.

NB. This policy should be read in conjunction with the school attendance policy.