



# **BEHAVIOUR FOR LEARNING POLICY**

## **2017-2019**

Policy Approved: March 2018

Policy Renewal: March 2019

Reviewed by the LGB Governors

"The Governors of Greenbank High School and Stanley High School are committed to safeguarding and promoting the welfare of children and young people at every opportunity and expect all staff and volunteers to share this commitment"

## **Vision**

Greenbank High School is a centre of excellence for learning and impeccable behaviour ensures all pupils are able to succeed and develop to their full potential. We aim to develop pupils as responsible and independent learners.

To ensure consistently impeccable behaviour for learning, leading to academic and personal excellence, all pupils, parents and staff uphold the high expectations outlined in this policy as a condition of entry to Greenbank High School.

The 'Greenbank Way' means that every pupil is expected to:-

- be respectful at all times
- be organised at all times
- show an impeccable attitude to learning at all times.

Greenbank is a Rights Respecting School and strives to support Article 29 "Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people."

## **Expectations for Impeccable Behaviour for Learning**

### **Travelling to and from school:**

- ✓ pupils are ambassadors for Greenbank and should show high standards of behaviour outside school;
- ✓ pupils should exhibit excellent manners at all times helping people by giving up seats on public transport for elders, holding doors open and using 'please' and 'thank you.' Bad language will not be tolerated;
- ✓ rewards will be given for any positive reports given to school.

### **On entry to school:**

- ✓ pupils will be welcomed by staff and praised where appropriate;
- ✓ pupils should show manners and courtesy opening doors for staff, each other and saying please and thank you;
- ✓ remove chewing gum, if applicable, disposing of it in a bin;
- ✓ pupils should walk on the right hand side of the corridor;
- ✓ pupils should arrive in an orderly way via the pupil entrance from 8.00am onwards. Only in exceptional circumstances should pupils use the front entrance;
- ✓ pupils should follow the Student Dress Code;
- ✓ to ensure we are an area that thrives on being interactive and free from personal social media, pupils should not use mobile phones. If brought into school, mobile phones and other mobile devices should be turned off and locked away in lockers throughout the day;
- ✓ pupils should place all bags in their locker to avoid congestion on the corridor. A PE bag containing PE kit may be used.

### **On Assembly days:**

- ✓ pupils will be greeted in the hall at 8.35am by staff leading assembly. Pupils are to remain silent for a prompt start to assembly at 8.40am;

- ✓ The register will be taken at promptly at 8.40am;
- ✓ assemblies will address key Personal Development and Spiritual, Moral, Social and Cultural (SMSC) themes, to encourage reflection and thought;
- ✓ pupils are to put chairs away at the end of Assembly.

### **Personal Development Time:**

- ✓ pupils are greeted by and stand up for their Personal Tutor until invited to sit;
- ✓ the register is taken promptly at 8.40am to ensure development tasks can commence swiftly;
- ✓ pupils will be praised for high standards of uniform, which is checked against the Student Dress Code;
- ✓ pupils are to be congratulated on excellent punctuality and attendance;
- ✓ pupils' equipment will be monitored to ensure readiness for learning;
- ✓ student planners are to be signed and communication with parents made if appropriate;
- ✓ pupils will fully participate in the activities to support their development as individuals and learners.

All pupils should be able to thrive throughout the day progressing in their learning without disruption. Greenbank pupils flourish with routines.

### **In lessons a successful Greenbank Learner:**

- ✓ lines up quietly outside the classroom until invited into the room;
- ✓ stands behind their chair for the teacher to greet them and start the lesson;
- ✓ is fully prepared with all the correct equipment and resources for the lesson;
- ✓ shows excellent manners, respects and is polite to all people in the room;
- ✓ knows the point of the lesson and what they are learning;
- ✓ knows how to do well and succeed in the lesson and tasks;
- ✓ is able to assess their own work and help others with their work;
- ✓ is confident in showing others good work;
- ✓ looks at their written feedback, corrects misunderstandings and shows their parents/carers;
- ✓ asks and answers questions on and around the topic. May also able to think about deeper questions around a topic;
- ✓ reviews how they are doing compared to their targets;
- ✓ listens to advice given by the teacher and other pupils in the lesson;
- ✓ will leave lessons only when necessary and with written permission from the teacher;
- ✓ writes their homework in their Student Planner;
- ✓ works hard until the teacher ends the lesson;
- ✓ thinks about the skills they are learning that could be used in another lesson;
- ✓ shows appreciation to teachers and pupils and gives praise to others;
- ✓ smiles!

### **Educational Visits:**

At Greenbank High School pupils will participate in many educational visits ranging from sporting activities to residential visits. Pupils are expected to be ambassadors for the school at all times. Participation in visits is a privilege. Expectations for impeccable behaviour for learning apply to all school activities.

### **On an educational visit:**

- ✓ pupils will listen to instructions at all times to ensure the safety of the group;
- ✓ pupils will show excellent manners and be polite to staff, pupils and members of the public;
- ✓ pupils will abide by the Code of Conduct for the visit;
- ✓ pupils will only use mobile phones under instruction from a member of staff eg. to communicate a later arrival time home to a parent.

### **Mobile Phones**

Pupils may bring mobile phones to school but they must be switched off (not kept on silent) and kept locked away in lockers during the school day, including breaks and lunchtimes. Research has consistently shown that in the highest performing schools pupils do not use mobile phones, as pupils benefit from the time away from them and the distraction they may bring. In exceptional circumstances pupils and parents can be contacted via the school office.

Phones and other mobile devices will be confiscated if seen by staff. They will be returned at the end of the day and the pupil will be required to attend a detention at the end of the next school day. If this happens more than once the Head of Year will contact home and discuss the way forward with the parent.

Confiscated devices will be kept in a safe and will be returned by a member of SLT.

### **Smoking**

*Smoking including the use of e-cigarettes in school uniform is forbidden.* Those who choose to do so, or pupils who are with smokers on the school premises, will receive a sanction issued by a member of the Senior Leadership Team (SLT). It is illegal to smoke on school premises

### **During Social Time:**

- ✓ pupils show the same high standards of respect and behaviour to all staff they meet whether inside or outside the classroom;
- ✓ Pupils practice the 'adults first' rule when using a doorway.

Pupils follow the rules below for social time which will be displayed in all rooms and monitored and led by the Personal Tutor.



## Form Room Rules for Social Time @ GHS



As a UNICEF Rights Respecting School we believe pupils should have the privilege of access to form rooms during lunch and break time to spend social time together as a form. This is a privilege, should be respected and must not disturb the room's teacher and learning of others after this social time.

- ✓ You should use the form room as if there is a member of staff present and demonstrate respect to others at all times.
- ✓ Only appropriate behaviour is to be demonstrated. There is to be no breaking of school rules including use of mobile phones, electrical equipment, bullying or intimidating behaviour. Normal sanctions will apply to any student behaving in a manner considered unacceptable.
- ✓ You should only access areas of the room you would be allowed to by staff. Teachers' possessions, equipment, desks, computers and chairs must be respected at all times and not used.
- ✓ Only those students who belong to the form which has been allocated to the room are allowed in at break and lunch times unless prior arrangements have been made with a Head of Year e.g. ANGELS in Year 7 forms.
- ✓ If you wish to spend social time with students outside your form, you must do so in communal areas such as the canteen, quad, outside (weather permitting) or within constructive extra-curricular activities. The corridors are only used for moving from one area to another and not for social gatherings. Students should walk at all times.
- ✓ After break or lunchtime, the form room must be left in an appropriate state for lessons with all litter put in the bin, and tables and chairs left in the correct arrangement. In the interest of hygiene all food items should be disposed of and spillages cleared up or reported to the Premises team on the main corridor.
- ✓ If you are concerned or witness any inappropriate behaviour you have a duty to report it to a member of staff
- ✓ You should sit on chairs whilst in the room.
- ✓ You should not block or use emergency fire exits to ensure the safety of all.

**Forms should take collective responsibility as a team for their room.**

**If these rules are not adhered to privileges of having a form room to use may be removed.**

## Rewards

Pupils are rewarded for excellence according to their ability and participation in school life. These include:-

- ✓ verbal praise from staff inside and outside the classroom;
- ✓ positive written feedback;
- ✓ postcards home from individual members of staff;
- ✓ classroom display and faculty Golden Work display boards exhibiting pupil work;
- ✓ reward blazer badges and house points according to the criteria below;
- ✓ reward assemblies;
- ✓ Awards Evenings;
- ✓ praise letter from the Headteacher for termly attitude to learning and individual acts;
- ✓ invitation to the Headteacher's breakfast.
- ✓ 5 achievement points awarded per week to a pupil who has received no sanction points.



### CRITERIA FOR AWARDING REWARD HOUSE POINTS



Blazer badges will be awarded for achieving high standards.

Bronze = 50 points

Silver = 100 points

Gold = 150 points

Platinum = 250 points

<u>Category</u>	<u>Activity</u>	<u>Number of points</u>	<u>Who awards points?</u>
<u>SERVICE</u>	Open evening Charity event 'Going the extra mile'	5 points 1 – 2 points 1 – 2 points	Mr Raikes Mr Raikes Individual staff
<u>EXTRA CURRICULAR</u>	Attendance at an after school or lunch time activity/club.	1 point per session	Lists to Mr Raikes (Every half term)
<u>HOMEWORK DIARY</u>	Personal Tutors will check pupils' Student Planners are signed at least every 2 weeks.	1 point	Personal Tutors award points
<u>UNIFORM</u>	Personal Tutors will monitor standards of uniform over a 2 week cycle.	1 point	Personal Tutors award points
<u>PUNCTUALITY</u>	Pupils who arrive on time every day over a two week period.	1 point	Personal Tutors award points
<u>ATTITUDE TO LEARNING</u>	Teaching staff will award pupils achieving an Attitude To Learning (ATL) of 3 and above in their work a House Point.  Teaching staff can also award points at their discretion for progress and effort.	1 point for every ATL of 3 and above 1 point	Teacher to award

The number of points a pupil achieves will be recorded on their Pupil Individual Progress sheets (PIPs) termly and their final report. The total may be shown in categories and the average score for the year group will be included. Personal Tutors will regularly inform pupils of their current total. House Leaders will celebrate the success of individual pupils in House Assemblies.

Points for Leadership will be awarded in accordance with the criteria set out in the Leadership Programme.

## **Sanctions**

Where a pupil's behaviour falls below the expectations outlined above, sanctions will be put in place to help that pupil learn from their mistake. If unacceptable behaviour is repeated the sanctions will gradually increase, which is called a graduated response, to ensure there is a sustained improvement.

### **What will happen if a pupil chooses not to follow the Expectations for Impeccable Behaviour for Learning?**

#### **Level 1: Unacceptable behaviours leading to one point (warning):**

- Organisation: Being out of lesson without a signed planner; uniform; equipment; lateness
- Respect: rudeness to members of the school community; questioning a teacher's decision; answering back; defiance (failure to follow a member of staff's instructions)
- Attitude to learning: Low-level disruption; talking; moving around the classroom without permission; lack of focus; lack of effort; incomplete or no homework
- ATL 2 if on report

#### **Level 2: Unacceptable behaviours leading to two points (detention):**

- Having a mobile phone between 8.40 and 15.10
- Bringing the school into disrepute
- Inappropriate use of social media
- Continued defiance
- Intimidating behaviour
- 2 level one behaviours in one day
- 3 level one behaviours in one week
- ATL 1 if on report

#### **Level 3: Unacceptable behaviours leading to three points (internal exclusion):**

- 3 level one behaviours in one day
- Failure to attend a detention
- Failure to understand and show remorse for behaviour which has led to a detention
- Failure to hand over a mobile phone
- Continued inappropriate and intimidating use of social media
- Truancy
- Smoking, including e-cigarettes, under suspicion of smoking or associating with other pupils who are suspected of smoking
- 4 level one behaviours in one week

#### **Level 4: Unacceptable behaviours leading to four points (2 day internal exclusion, parent meeting, report):**

- 2 level three behaviours in one half-term
- Swearing at a member of staff
- Bullying
- Act of aggression
- Damaging school property

**Level 5: Unacceptable behaviours leading to five points (5 day internal exclusion, parent meeting, report):**

- 3 level three behaviours in one half-term

**Level 6: Unacceptable behaviours leading to six points (1 day exclusion, 3 day internal exclusion, parent meeting, report):**

- 4 level three behaviours in one term

**Level 7: Unacceptable behaviours leading to seven points (2 day exclusion, 3 day internal exclusion, parent meeting, report):**

- 5 level three behaviours in one term

**Behaviour beyond level 7 will be dealt with on an individual basis and may include: 5 day exclusion; involvement with authorities, e.g. police; potential managed move or; permanent exclusion.**

**Detention:**

- To take place daily from 3.15pm – 4.15pm in an allocated area and managed by SLT and DOLs/HOY.
- A text will inform a parent that a detention will take place the following evening and that failure to attend or complete this in a suitable manner will lead to the pupil being removed from lessons.
- Detention is to be a reflection of what the pupil has done wrong, why that rule is in place and how to improve.
- Failing to be on time for detention, work in silence, reflect suitably on their behaviour will lead to a level 3 internal exclusion the following day.
- At the end of the detention, the member of SLT in charge will contact the parents of any pupils who did not attend/complete the detention in a suitable way and explain the removal system and consequences should that not be completed appropriately.

**Internal exclusion:**

- To operate from 9.00-16.00. Pupils should sign in at reception at 8.55am and will be met by a member of SLT who will escort the pupils to the removal area and supervise for the first 15 minutes.
- In the first 15 minutes, pupils will read the rules of the removal room and complete the first part of a reflection document on why they are there.

- Each pupil will have a laptop where they can access their email to receive information on their work for the day.
- Pupils will be escorted for their break at 10.45am when they should also purchase anything they may need for their lunch break as they will not be allowed to return to the canteen again.
- From 15.15-16.00 pupils will complete a reflection document supervised by a member of SLT to ensure they are ready to re-join the school.

**Parents may be invited into school at any time to discuss their child's behaviour but an invitation will be made if the child has received repeated detentions and has not improved their behaviour.**

## **Detention**

### **What the law allows:**

Teachers have a legal power to put pupils in detention and it is clear from this policy that Greenbank High School uses detention (including detention outside of school hours) as a sanction.

The times outside normal school hours when detention can be given (the 'permitted day of detention') include:

- ✓ any school day where the pupil does not have permission to be absent;
- ✓ weekends - except the weekend preceding or following the half term break;
- ✓ non-teaching days - usually referred to as 'INSET days'.

The Headteacher has decided that all members of staff can place pupils in detention, including support staff, as a sanction for poor behaviour.

**Parental consent is not required for detentions. Greenbank will always strive to give parents 24 hours' notice for detention outside of school hours to ensure a child's safety or the safety of others if a pupil has a known caring responsibility. Where notice is given it is the parents' responsibility to ensure safe travel arrangements are made even if making these arrangements is inconvenient for the parent.**

As with any sanction, a member of staff must act reasonably when imposing a detention. With lunchtime detentions, staff should allow reasonable time for the pupil to eat, drink and use the toilet.

Where a pupil refuses to behave at lunchtime, following all other interventions, she may be excluded from the premises at lunchtime. Such an exclusion will be formally recorded as a fixed term exclusion. Parents will be required to collect pupils and ensure their punctual return to school.

## **Pupils' conduct outside Greenbank High School**

### **What the law allows:**

Teachers have a statutory power to discipline pupils for misbehaving outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives

Headteachers have a specific statutory power to regulate pupils' behaviour in these circumstances "to such extent as is reasonable."

Under this policy the Headteacher may discipline a pupil for any misbehaviour off the school premises witnessed by a staff member or reported to the school when the pupil is:

- ✓ taking part in any school-organised or school-related activity or travelling to or from school;
- ✓ wearing the school uniform;
- ✓ in some other way identifiable as a pupil at the school.

This may also include misbehaviour at any time, whether or not the conditions above apply, that:

- ✓ could have repercussions for the orderly running of the school;
- ✓ poses a threat to another pupil or member of the public;
- ✓ takes away the right of others to feel safe eg inappropriate use of social media (in which case it may be appropriate to involve the Police);
- ✓ could adversely affect the reputation of the school.

## **Exclusion from School**

We aim for no pupil to be excluded from school. Where pupils make mistakes in their behaviour they are encouraged and supported to reflect and take responsibility for ensuring a rapid and sustained improvement, supported by parental engagement. Where improvements are not significant or timely, exclusion may be considered. In addition:

- ✓ violence or verbal aggression will normally result in exclusion from school;
- ✓ the use or supplying of illegal substances in school, or on the way to or from school will not be tolerated. Pupils found in possession of drugs will be given a fixed term exclusion; pupils supplying drugs either free or for money will be permanently excluded; there are no mitigating circumstances;
- ✓ as part of a graduated response a pupil may be excluded for one or more fixed periods or permanently;
- ✓ if further evidence comes to light a fixed period exclusion may be extended or a permanent exclusion may be considered;
- ✓ school has the power to direct a pupil offsite for education to improve their behaviour.

## **Restraint**

Pupils may be restrained using reasonable force to prevent pupils from:

- ✓ Committing a criminal offence
- ✓ Injuring themselves or others
- ✓ Causing serious damage to property

All instances will be recorded and the Headteacher will be informed.

## **Searching and confiscation**

Greenbank High School has the power to search and confiscate items from pupils if appropriate. These powers are detailed in The Department for Education guidance document entitled 'Screening, Searching and Confiscation – Advice for Headteachers,

Staff and Governing Bodies.' The document is available to download from the DFE website.

### **Evaluation:**

This policy will be reviewed annually by the Headteacher, Deputy Headteacher, Governors Child Protection and Safeguarding Committee, at least three other members of staff and the Article 12 Group (School Council).

This policy links to the following policies which are all available in the 'About us' section of the website under [School Policies](#) :-

- Safeguarding and Child Protection Policy
- Anti-bullying Policy
- Equal Opportunities Policy
- More Able Gifted and Talented (MAGT) policy
- Special Educational Needs and Disabilities (SEND) Policy
- Attendance Policy
- Educational Visits Policy

The policy links to the following guidance from the Department for Education:

- Exclusion from maintained schools, academies and pupil referral units in England Statutory guidance for those with legal responsibilities in relation to exclusion (August 2017)
- Behaviour and discipline in schools: Advice for headteachers and school staff (January 2016)