

# POSITIVE BEHAVIOUR MANAGEMENT

## Introduction and Aims

In our Christian school, the aim is to ensure that each individual can develop spiritually, intellectually, physically and socially. We believe that each student has the right to learn, in an environment which promotes Christian values appropriate for future citizens in a modern democratic society. Consistent with the school motto "Education with Care", we promote principles of courtesy, co-operation and consideration. Teaching students the skills of self-discipline, respect and tolerance is an essential part of the curriculum as without these skills, our academic objectives cannot be achieved. These skills can be learned, particularly as we communicate and work with parents to achieve our aims as a school.

## Communication

The school's behaviour management policy is communicated to all new and existing staff and students through:

- The staff handbook
- The school rules displayed in each classroom
- The planners
- Year assemblies
- Tutorial sessions
- The curriculum

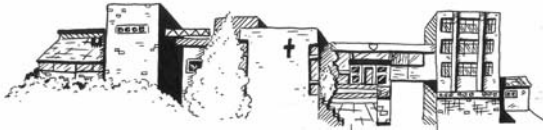
Staff communicate our high expectations of all students at all times, knowing that generally young people respond well to this positive approach.

It is essential that all our staff communicate the standards of acceptable behaviour to students as appropriate, so that there is no ambiguity with regard to the exemplary conduct and relationships required.

## Strategies for implementation

A consistent application of rules, procedures and consequences must be adopted by all staff. It is only a **consistent** approach which will contribute to a positive learning environment throughout the school. This is the right of all students to make progress, and the means by which staff and students together will achieve the school aims.

In order to realise these aims, staff need to operate in a **firm** but **fair** manner. We seek to avoid confrontation and look for positive ways to resolve difficulties.



Staff **punctuality** at lessons and registration is required as this can reduce poor behaviour in classrooms, corridors, stairways and even outside the school. Similarly, when lessons conclude, students need to be dismissed **on time** and in an **orderly manner**. Staff are requested to monitor arrival and departure from lessons in view of so many students in our narrow corridors.

### Expectations of students

In school, students are expected to present themselves:

- Ready to work and on time
- In correct uniform
- With appropriate equipment
- Showing respect to staff and students in the way they speak and relate to others.

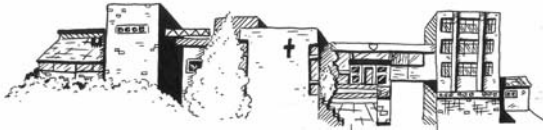
### Rewards

For students who consistently conform to these expectations, the following rewards will be used:

- Praise and positive feedback
- Commendation cards and certificates
- Letter of praise to parents
- Awards for learning across the curriculum as in planner
- Attendance awards issued termly and annually
- Access to trips, visits and special events
- Pride Points

### Classroom Management Guidelines

- Verbal warnings – for low level misbehaviour; inappropriate make-up, jewellery, uniform
- Move student to sit elsewhere when possible
- Note for parents in planner
- Lunchtime/Afterschool detention
- **Maximum 5** minute 'time-out' outside classroom door for private word with student
- Serious incidents of misbehaviour will result in the pupil being removed from the lesson
- Sanctions for serious or continued misbehaviour could also include isolation or exclusion



## Support Guidelines

The school reviews the support available to individual students who may be at risk of disaffection or fixed term or permanent exclusion. Support is given in terms of:

- Re-integration meetings following a fixed term exclusion
- Learning support, both in class and in the Special Needs Department
- Individual Education Planning/Pastoral Support Plan
- Varied teaching strategies, appropriate for the students
- Mentoring
- Study Support

## Procedure adopted to promote positive behaviour

### Early intervention

- The school undertakes reviews of the educational needs of students, as appropriate. Details of these reviews are included within each student's file.
- Students are encouraged to take responsibility for their own behaviour and we help them to recognise the consequences of inappropriate behaviour.
- Parents/carers/guardians are notified about any reported serious incidents of misbehaviour in which their child has been involved.

### Investigating cases

All reported incidents of misbehaviour will be investigated.

St Teilo's ensures that all relevant staff receives adequate non-contact time for the conduct of investigations.

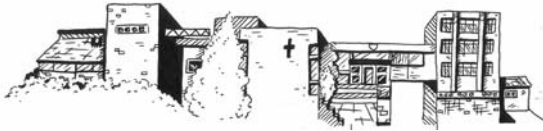
St Teilo's will notify the police and other relevant bodies of incidents as and when appropriate.

The school aims to complete investigations within a reasonable timescale and not normally exceeding 5 working days.

St Teilo's ensures that appropriate feedback from any investigation undertaken is provided to relevant persons, together with recommendations for action.

A copy of the results of all investigations undertaken will be held on record until such time as the student leaves the school. Where an investigation finds that there is no case to be heard, the report will be held by the School but will not be kept within the student's file.

When necessary, external agencies are involved.



### **Training and professional development for all staff**

St Teilo's operates a comprehensive behaviour management training programme, reviewed to ensure that it is appropriate to the needs of staff and the circumstances and ethos of a Faith based school. Induction for new staff, whole school INSET and specific planned training are used.

The school provides relevant information and training on behaviour management matters to all groups of staff including:

- Support staff (Learning Support Assistants, Cover Assistants etc.)
- Other school staff (Estates Manager, caretaker, ancillary, clerical)
- Newly Qualified teachers
- Trainee teachers
- Supply teachers
- Class teachers
- Leadership Team

Staff are guided and supported in:

- Implementing the school's behaviour policy
- Logging and recording incidents
- Use of Emergency Call Out (ECO)
- Lunch time supervision
- Classroom management
- Educational visits
- Learning styles
- Legislation affecting behaviour management such as detention, exclusion etc.
- Pastoral support
- Techniques for encouraging positive behaviour

**The Governing Body at St Teilo's is advised of the implications of the behaviour policy for their own practice. The Disciplinary Committee recognise their responsibilities under the terms of the policy and any other Regulations and Government/Welsh Assembly guidance. The governors are made aware of all exclusions.**

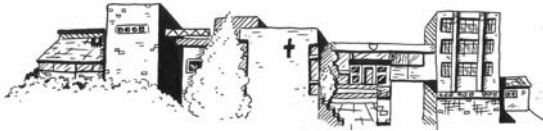
### **Referral**

The school regularly reviews students' needs prior to identifying and refining suitable educational plans, strategies and alternatives for students.

St Teilo's undertakes regular monitoring and review of its internal and external arrangements for pupil referral and support.

There is a comprehensive data base of the main points of referral outside the school (eg. Educational welfare officers, educational psychologists, health personnel, social services/child protection and police)

Appropriate records on the use of referral forms are kept, and the school ensures that the form tutor and subject teacher are informed in full of the outcome of any referral.



## Resources

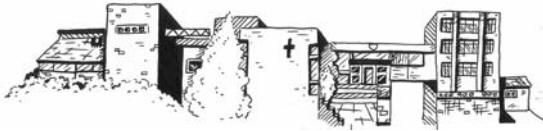
St Teilo's undertakes an annual review of the resources needed to ensure the effective implementation of the behaviour policy, including reviews of the following:

- Staffing levels
- Staff training and development
- Provision for non contact time
- Workload
- Health and Safety
- Provision of administrative and record keeping systems, including the use of ICT
- Alternative education provision for students, including the use of off-site provision, such as Extended Opportunities
- Review of curriculum appropriateness
- Use of curriculum flexibility, which includes disapplication where appropriate
- On site facilities where students are withdrawn from lessons
- Access to counselling, learning support and mentoring

The school has secured access to the appropriate specialist child and family support services when needed, including:

- Pupil Support Services
- Pupil Referral Unit
- Education Welfare
- Health Trust
- Social Services
- Youth Workers
- Learning Mentors
- Education Psychology Service

The school operates a comprehensive pastoral support programme involving staff and students.



## **At St Teilo's we believe it is important to have:**

- **Respect for God**
- **Respect for authority**
- **Respect for ourselves**
- **Respect for our peers**
- **Respect for students**
- **Respect for teachers and other adults who work in and for our school**
- **Respect for visitors**
- **Respect for the school environment**
- **Respect for our community**
- **Respect for learning**
- **Respect for the different nationalities and cultures in our school**

## **In Lessons**

**1. We will attend all lessons on time**

**2. We will take coats, hats, scarves and gloves off straight away when we come into class**

**3. We will bring the correct equipment to every lesson**

(the key piece of equipment is an up-to-date planner)

**4. We will use our hands and feet appropriately – we do not use them to hit, push, pull, kick or punch people, nor do we use them to throw or kick missiles across the class**

**5. We remain in our set seat unless given permission to do otherwise**

**6. We will follow instructions first time**

**7. We will communicate in an appropriate way at all times.**

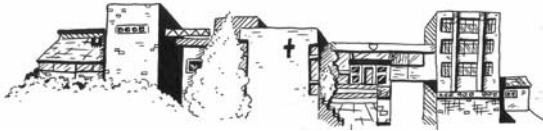
This means:

- We will not make unkind comments, shout out, talk when others are talking, be rude and cheeky or answer back.
- We will not roll our eyes or shrug our shoulders
- We will not make rude gestures
- We will always be polite and well mannered.
- We will not swear or use foul language

**8. We will not eat during lessons and only drink water from a clear bottle**

**9. We will wear the correct uniform/kit in all lessons**

**10. We will try our best in every lesson, even in the ones we find difficult or do not particularly enjoy.**



This includes asking and answering questions, being motivated, remaining on task and completing all work that is set.

We will not disrupt the learning of others and avoid low level chatter.

### **School environment**

1. We will always put litter in the bin
2. We never graffiti school property
3. Smoking is not allowed on school site or during school hours
4. We do not bring /take any illegal substances to/in school
5. We do not purposely damage school property and equipment. If something is broken or damaged we report it straight away.

### **On the way to and from school**

1. We wear our school uniform on the way to and from school
2. We are polite and considerate to everyone we come in contact with
3. We do not run or push others when we are trying to catch our bus
4. We will use our hands and feet appropriately – we do not use them to hit, push, pull, kick or punch people, nor do we use them to throw or kick missiles

### **Assembly**

1. We always attend assembly
2. We come into and leave assembly in silence
3. We take our coats, hats, scarves and gloves off in assembly
4. We give whoever is leading the assembly our undivided attention
5. We participate respectfully

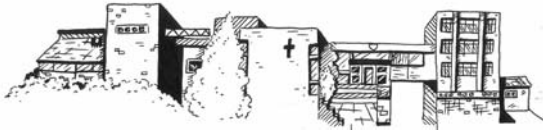
### **Corridors**

1. We never run in the corridors but always walk
2. We always keep to the left
3. We do not block the way of others
4. We never shout in the corridors
5. Eating and drinking is not allowed in the corridors
6. Wandering the corridors during lesson time is not allowed

### **Lunchtimes/Breaktimes**

1. We queue up in an orderly way for our lunch
2. We never use violence of any kind
3. We are considerate and kind to others including neighbours living around the school
4. We go outside when the weather is dry
5. We put our litter in the bin
6. We do not disturb lessons that are taking place during our lunchtime

### **School Trips/Representing the school**



1. We will follow instructions first time
2. We will communicate in an appropriate way at all times
3. We will wear correct uniform unless we are told otherwise
4. We will always put litter in the bin
5. We will use our hands and feet appropriately – we do not use them to hit, push, pull, kick or punch people, nor do we use them to throw or kick missiles
6. We never bring or take illegal substances on school trips

## Consequences

### Equipment/Homework

If we do not bring our planners to school, we will have a detention with our form teacher. We will be given a Green sheet in lesson 1 to use throughout the day.

If we do not bring the correct equipment to lessons we have one warning during a half term and after that, detentions with our class teacher – E in planner

If we do not bring our homework to lessons we will have a detention with our class teacher - H in planner

### Lessons

If we choose to break any of the rules in lessons we will:

1. Receive a warning - verbal
2. Receive a written warning (in our planners/on SIMS) – B1
3. Detention with our classroom teacher (10 minutes) – B2
4. Moved to another room and a Head of Department detention (20 minutes) – B3
5. After school detention 1 hour – B4

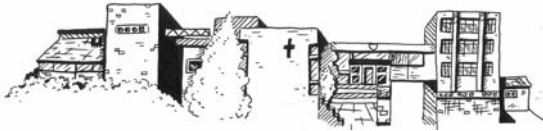
### Detentions

Failure to attend a detention will result in a longer detention:

- Detention with classroom teacher 10 minutes (B2)
- Detention with Head of Department 20 minutes (B3)
- Director of Studies 30 minutes (B3+)
- After school detention 1 hour (B4)
- SLT detention Friday afternoon 1 hour (B4+)

### Form Teachers/Directors of Studies





- If we have more than 3 written warnings in a week or more than one detention in a week we will also have a detention with our Form Teacher (10 minutes)
- If we have more than 5 written warnings in a week we will have a detention with our Director of Studies

### **Lunchtimes/Breaktimes**

If we choose to break any of the rules at lunchtime/breaktime we will receive:

- Breaktime or Lunchtime detention with Director of Studies or with a member of SLT

### **School Environment**

If we damage school property or drop litter we will have to:

- Litter pick under supervision
- Clean or repair the part of the school we have caused damage to (where possible and under supervision); we may also face fixed term exclusion

### **Truantiing or leaving the school site without permission**

- If we truant we will make up the hours after school or be internally excluded for a time
- If we leave the school site without permission we will be placed in after school detention

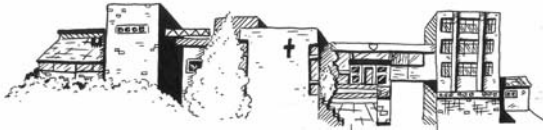
### **On the way to and from school**

- If we misbehave on the school buses we could be banned from using them for a period of time
- The school works closely with the community police in dealing with any anti-social behaviour we display on the way to and from school

### **Uniform**

School Uniform is everyone's responsibility.

- All our teachers will check our uniform in every lesson.
- We will be asked why we are not in uniform and have to give an explanation.
- Our teacher will look at the note that we should have with us
- Our teacher will report the uniform infringement to our Director of Studies
- The Director of Studies will phone home to explain the uniform infringement and agree a date by which it will be solved with our parents.
- The DoS will give us a note to show to all our teachers when we are challenged.
- If there is an unresolved issue between parents and DOS, Senior Leadership Team will ring parents
- SLT will agree a date by which it will be solved with the parents.



- SLT will then give the pupil a note to show to all their teachers when they are challenged.
- If we do not comply with uniform regulations we will be internally excluded
- If the uniform infringement is not put right, pupils can be excluded for persistently failing to follow school rules.

### **Serious Incidents**

- If we use violence of any kind we will face fixed term exclusion
- If we are caught smoking we will have an hour after school detention
- If we have other illegal substances in our possession we will face fixed term, and in some cases, permanent exclusion
- Theft will result in a fixed term exclusion and involvement of the Community Police Officer
  
- If we swear at a member of staff or are aggressive or threatening we will face an exclusion of some kind
- If we are persistently disrupting lessons we will be reported to our Head of Year and then to SLT. This could lead to internal exclusion and our parents will be contacted
- If we refuse to follow instructions and disrupt the learning of others and our behaviour is a risk to the health and safety of others, School Patrol or Emergency Call Out (ECO) will be called and our Director of Studies will be informed.
- Any form of bullying over a sustained period of time will result in fixed term exclusion.

### **Interventions/Support**

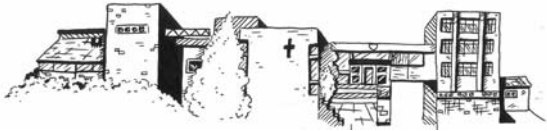
As well as consequences for unacceptable behaviour, the school supports us and gives us help and strategies to improve our behaviour. These include:

- Restorative Justice
- Anger management
- Behaviour management
- Class-base : C12
- Mentoring
- Counselling Services
- Pastoral Support Plan (PSP)

### **Mobile Phones and hand held music and game devices**

We do not use Mobile phones or hand held music and game devices in school. If we bring our phones to school they have to be switched off and be at the bottom of our school bag. If we are caught using them or have them out in lessons they will be confiscated for one day and our names recorded; more than once a term and our phones are confiscated for a week, including the weekend.

### **Rewards**



See 'Appendix B : Rewards Policy' (Kate Davey) –used with Key Stage 4

Directors of Studies implement their own rewards scheme if and when the need arises i.e.  
Year 7 and/or Y8 Gentlemen's Club

**For staff:**

- Confidential pupil information shared at the beginning of year
- Every half term reinforce classroom rules etc at first lesson back, first form time back and first assembly back
- SLT to regularly pop into lessons
- DoS to report back to staff on referrals

**Tracking**

Sims

Planners