RATTON SCHOOL
AN ACADEMY TRUST SCHOOL

BEHAVIOUR MANAGEMENT POLICY

Date established by the Academy Trust	December 2012
Date of Full Implementation	December 2012
Date of Last Review	January 2017
Date of Next Review	January 2019
Status	Statutory

All our policies support our <u>vision</u> and are based on our <u>core virtues</u>

Developing caring, confident and creative students who achieve excellence

- **Compassion**
- **Respect**
- **Creativity**
- **Teamwork**
- **Effort**
- **Responsibility**

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Context

Our approach to Behaviour Management is based on our school virtues:

- **Compassion:**
  Showing kindness and caring for other people and the environment.
- **Respect:**
  Acting with respect to others both in and out of school. Valuing diversity and avoiding discriminatory language.
- **Creativity:**
  Being curious about the world, solving problems and asking thoughtful questions.
- **Team Work:**
  Achieving together by working as part of a team. Understanding that we all have to do our fair share and get along with different people.
- **Effort:**
  Putting effort into all aspects of school life. Demonstrating resilience when faced with a challenge.
- **Responsibility:**
  Taking responsibility by being in the right place, at the right time, doing the right thing.

The importance that sound Behaviour Management plays in determining the ethos and effectiveness of the school is well established:

- Effective discipline can have a positive influence on teacher and student morale, making school an
- enjoyable and interesting place to be
- Effective discipline is an important pre-condition for students' levels of attainment
- Effective discipline is part of the personal and social development of students
- Effective discipline is necessary for students' safety and well-being

"students have very positive attitude and learning and their typically good behaviour supports learning well" **OfSTED 2013**

Purpose

The procedures attached to this policy and associated policies provide guidance on our systems for supporting positive behaviour and dealing with negative behaviour, but the purpose of this policy is to outline the key concepts which will ensure its success:
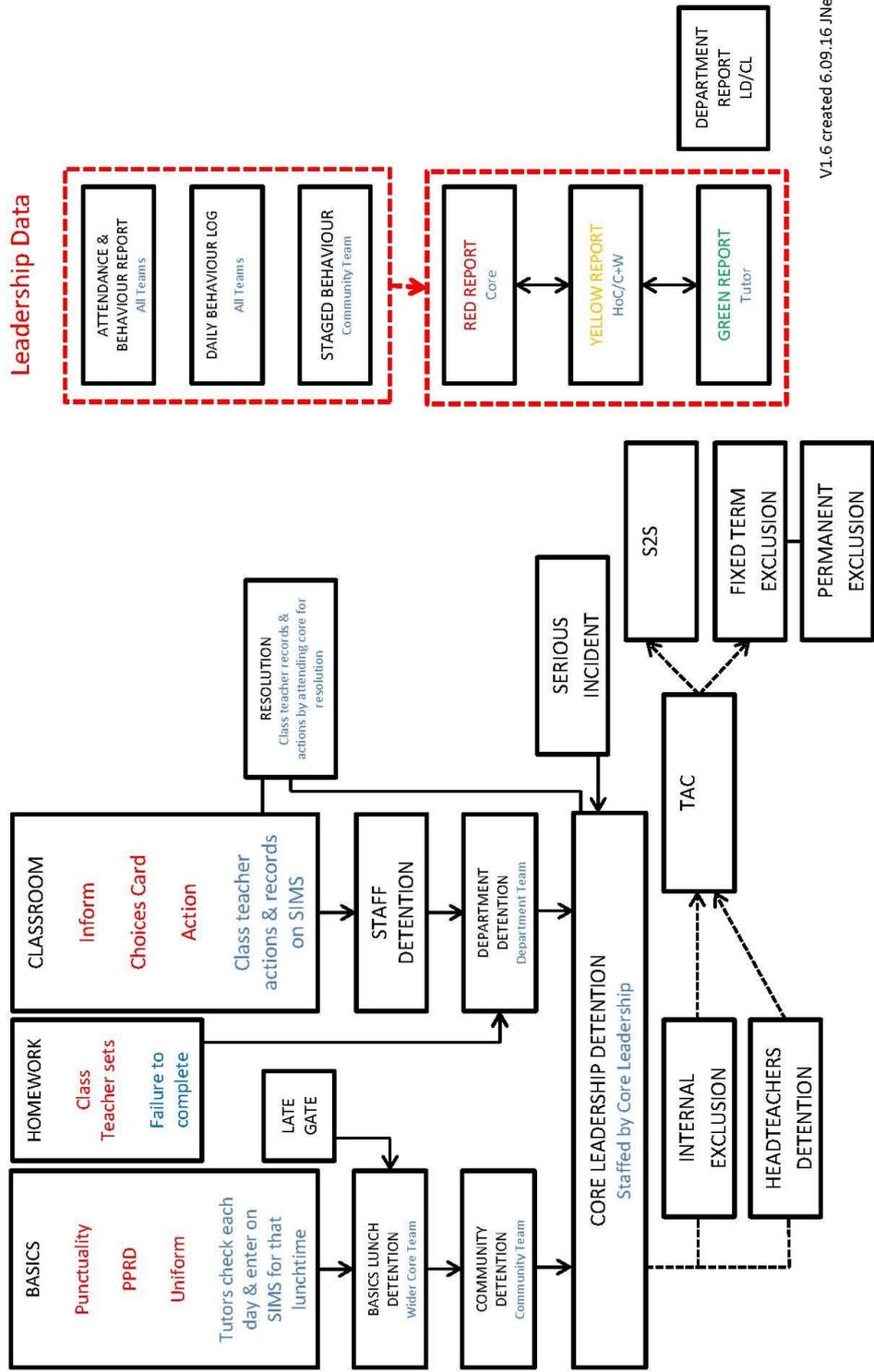
- Shared virtues - so that all understand what behaviour is expected from all within our school community
- Clarity – all staff need to understand how to implement this policy
- The promotion of positive behaviour - based on establishing relationships of mutual respect with students, high quality teaching, and the recognition of achievement
- Dealing promptly and effectively with low level negative behaviour both in and outside classrooms – to minimise disruption to learning and ensure good order around the school
- Dealing justly and robustly with major breaches of our behaviour code
- Consistency and fairness - ensuring that there are clear consequences for negative behaviour
- Supported personal action - all staff need support to implement this policy but personal action is essential to build staff-student respect, not to undermine staff authority, and to make this policy manageable
- Partnership – the need to involve parents and other agencies to promote positive behaviour and deal with inappropriate behaviour

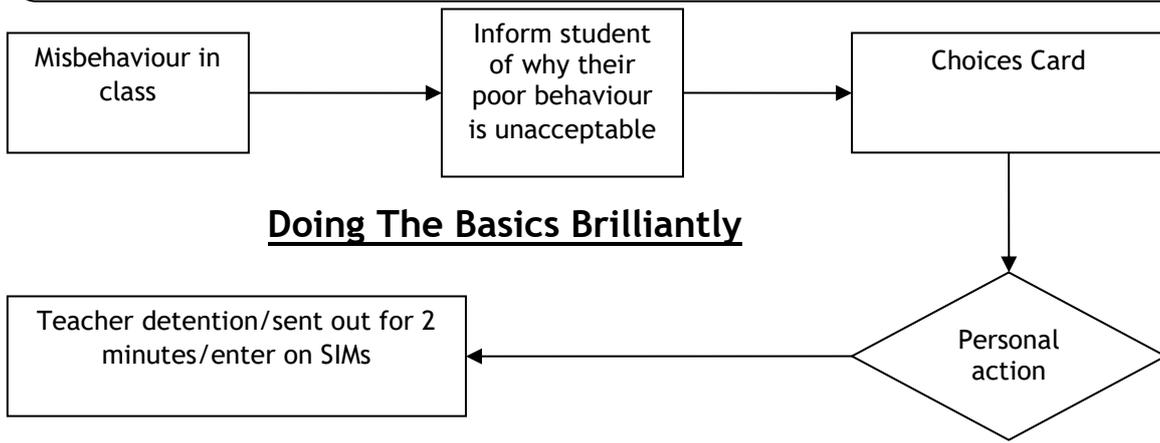| Consultation	• Governors, Staff, Students and Parents
Relationship to other policies	• Teaching and Learning • Inclusion • SEN • Anti-Bullying • Child Protection • Rewards • Exclusions • Equality and Diversity • Drug and Alcohol
Relationship to standard operating procedures	• Procedures for Behaviour 4 Learning at Ratton

Role	Responsibility
Governors	• Establish this policy • Monitor and review the effectiveness of this policy
Headteacher	• Ensure structures are in place to support the effective implementation of this policy
Core Leadership (leadership will support staff through the resolution system)	• Promote positive behaviour • Ensure that procedures in **Behaviour 4 Learning at Ratton** are developed and applied • Ensure that standards of behaviour are monitored • Challenge unacceptable practice • Ensure that all staff are aware of and understand this policy • Encourage partnerships with parents to modify negative behaviour
Learning Directors and Curriculum Leaders (leadership will support staff through the resolution system)	• Ensure positive contributions are rewarded consistently • Develop, manage and monitor curriculum area implementation of **Behaviour 4 Learning at Ratton** • Supporting all colleagues within the curriculum area to follow up on negative behaviour
Head of Community (leadership will support staff through the resolution system)	• Support the implementation of the **Behaviour 4 Learning at Ratton** • Have an overview of students making both positive and negative contributions across the school • Respond to negative behaviour on a daily basis to support both students and staff
Teaching Staff	• Ensure that standards of behaviour in lessons are excellent • Ensure that classroom expectations are clearly outlined and understood by all students • Ensure that disruptive behaviour does not present a barrier to learning by consistently implementing **Behaviour 4 Learning at Ratton (all behaviour incidents will be recorded on SIMS)** • Ensure the safety of students while on duty by actively promoting positive behaviour
Associate Staff	• Reinforce the expectations for positive behaviour
Heads of Community	• Intervene with students on the occasions when behaviour is proving to be a barrier to learning
All Staff (leadership will support staff through the resolution system)	• Act in accordance with the school's virtues and be seen to do so • Establish a relationship of mutual respect with students • Deal promptly and personally in matters of discipline • Consistently apply **Behaviour 4 Learning at Ratton (all instances are recorded on SIMS)**

Behaviour 4 Learning @ Ratton

In the right place, at the right time, doing the right thing

Ratton School — achieving together

V1.6 created 6.09.16 JNe

Leadership Data

- ATTENDANCE & BEHAVIOUR REPORT — All Teams
- DAILY BEHAVIOUR LOG — All Teams
- STAGED BEHAVIOUR — Community Team

- RED REPORT — Core
- YELLOW REPORT — HoC/C+W
- GREEN REPORT — Tutor

DEPARTMENT REPORT LD/CL

Flowchart

BASICS
- Punctuality
- PPRD
- Uniform

Tutors check each day & enter on SIMS for that lunchtime

HOMEWORK
- Class Teacher sets
- Failure to complete

CLASSROOM
- Inform
- Choices Card
- Action

Class teacher actions & records on SIMS

RESOLUTION
Class teacher records & actions by attending core for resolution

LATE GATE

BASICS LUNCH DETENTION — Wider Core Team

COMMUNITY DETENTION — Community Team

STAFF DETENTION

DEPARTMENT DETENTION — Department Team

CORE LEADERSHIP DETENTION — Staffed by Core Leadership

INTERNAL EXCLUSION

HEADTEACHERS DETENTION

TAC

SERIOUS INCIDENT

S2S

FIXED TERM EXCLUSION

PERMANENT EXCLUSION

MANAGING CLASSROOM BEHAVIOUR – QUICK GUIDE
STAGE 1 PERSONAL

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┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐
│ Misbehaviour in │ ──> │ Inform student  │ ──> │  Choices Card   │
│     class       │     │ of why their    │     │                 │
│                 │     │ poor behaviour  │     │                 │
│                 │     │ is unacceptable │     │                 │
└─────────────────┘     └─────────────────┘     └─────────────────┘
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Doing The Basics Brilliantly

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┌───────────────────────────┐              ◇───────────◇
│ Teacher detention/sent out │   <──────    │ Personal  │
│ for 2 minutes/enter on SIMs│              │  action   │
└───────────────────────────┘              ◇───────────◇
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Expectations of Staff

MANAGING CLASSROOM BEHAVIOUR – QUICK GUIDE
STAGE 2 SUPPORTED

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┌─────────────────┐     ◇───────────◇     ┌──────────────────────┐
│   Continued     │ ──> │ Supported │ ──> │ Call for Resolution  │
│ misbehaviour or │     │ personal  │     │      support         │
│ failure to      │     │  action   │     │                      │
│ respond to      │     ◇───────────◇     └──────────────────────┘
│ personal action │
└─────────────────┘                                   │
                                                      v
┌───────────────────────────┐         ┌──────────────────────────┐
│ Teacher or curriculum area │  <───   │ Class teacher records on │
│        detention           │         │           SIMs           │
│                            │         │ Record detention in      │
│                            │         │ homework diary           │
└───────────────────────────┘         └──────────────────────────┘
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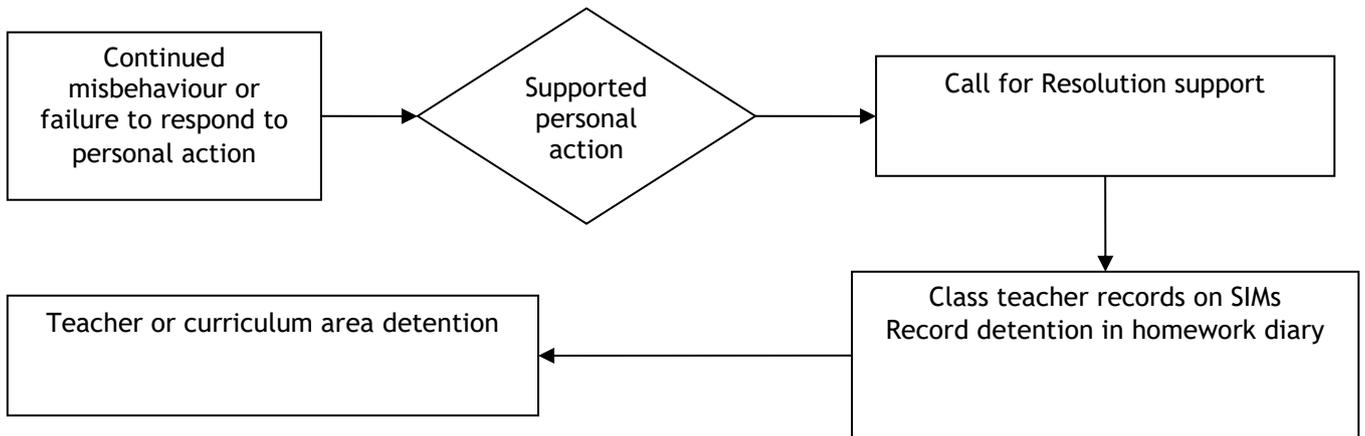
Employees should conduct themselves in a
manner that reflects our school virtues

MANAGING CLASSROOM BEHAVIOUR – QUICK GUIDE
STAGE 3 COMMUNITY

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┌─────────────────┐     ┌──────────────────────┐     ┌──────────────────────┐
│  Exit/on call   │ ──> │ Call for Resolution  │ ──> │ Care & Guidance      │
│                 │     │ support              │     │ administer detention │
│ Serious offence │     │ Class teacher        │     │ Internal/external    │
│ or failure to   │     │ records on SIMs      │     │ exclusion            │
│ respond to      │     │                      │     │ restorative          │
│ supported action│     │                      │     │ mediation can be     │
│                 │     │                      │     │ considered, if       │
│                 │     │                      │     │ appropriate,         │
│                 │     │                      │     │ and agreed upon      │
└─────────────────┘     └──────────────────────┘     └──────────────────────┘
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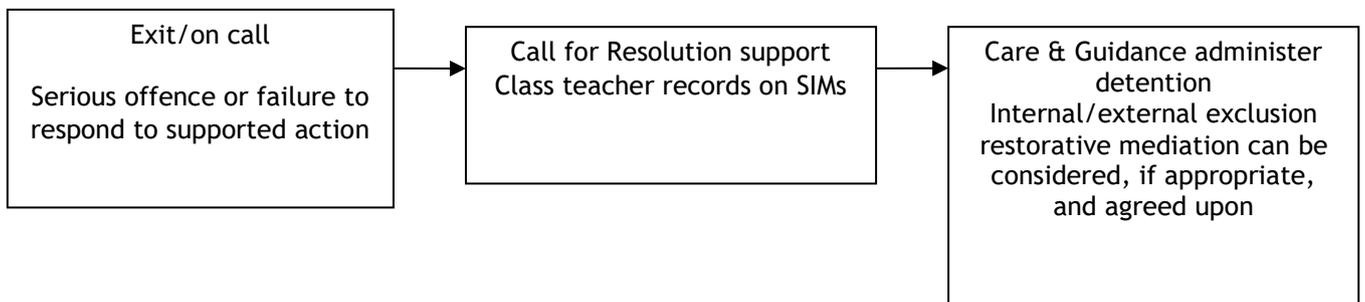
Doing the Basics Brilliantly

Expectations of Staff

- Employees should conduct themselves in a manner that reflects our school values.
- The school day will begin at 8.20am and end at 3.30pm.
- Employees will be dressed appropriately in accordance with the school's dress code.
- Teaching staff, Cover Supervisors and Teaching Assistants will meet and greet the class at the classroom door at the start of lessons.
- A register of attendance will be completed on SIMs in each tutor session and in each lesson.
- Teachers will have a seating plan with vulnerable students identified.
- Lessons will be planned to meet the needs of the students. Planning will be evident.
- At the end of lessons students will be dismissed in an orderly fashion
- Teachers will set homework and mark student books in line with the school policy.
- Teaching Staff will reward students for hard work in line with our school virtues. Rewards should be recorded on SIMs.
- When student behaviour does not represent our school virtues; teaching staff will sanction students in line with our policy for Behaviour 4 Learning at Ratton. Student behaviour and sanctions will be fully recorded on SIMs.

Expectations of students.

- At all times students should conduct themselves in a manner that reflects our school virtues and respect the rights of others to learn. When this is not the case staff should follow our policy for Behaviour 4 Learning at Ratton ensuring that inappropriate behaviour is sanctioned and fully recorded.

Resolution support

- During lessons a member of staff will always be on resolution support to support teaching staff as required. Students may be removed from the classroom and relocated within the department or to a relevant member of the leadership team. If relocation is required this should be recorded and sanctioned with a phone call home and a Core Leadership detention. The member of leadership reviewing the behaviour log will determine if a further sanction is warranted.

Students- Non Negotiables

Non Negotiable	Explanation	Sanction
Uniform	Uniform checks are the responsibility of the tutor. During tutor time send students to welfare for the correct attire. After the first bell, coats are not allowed to be worn in the building. If a student arrives to a lesson inappropriately dressed please challenge the student and email the tutor to sanction and record.	Basics lunchtime detention
Ready to Learn	Equipment checks are the responsibility of the tutor. Tutors should provide students with the correct equipment during tutor time. Diaries should be on the desk in every lesson. If a student arrives to a lesson without equipment please provide equipment and email the tutor to sanction and record.	Basics lunchtime detention
Punctuality	Students should be on time for lessons. Lateness will be recorded on SIMs.	Basics lunchtime detention
Presentation of work	Work should be presented in a manner which reflects the best of a student's ability.	Verbal Reprimand Redo Work
Homework	Students will complete their homework on time.	Departmental detention
Food and Drink	Inside the building, food and drink (other than water)should only be consumed in designated eating areas (Refresh, Blue Room and Hall) Students may not take hot food from Refresh / blue room.	Basics lunchtime detention
Mobile Phones and Headphones	Students will not use a mobile device in school. Mobile devices should be switched off and in bags unless being used in lessons as part of a planned activity. Refusal to follow instruction regarding a mobile phone should be treated as defiance – If this is the case the device should be confiscated and placed in school safe until collected by a parent.	Ask student to put device away. Confiscation Basics lunchtime detention Letter home sent by attendance office
Students out of lessons	Students will not be given permission to leave lessons. In emergency students may only leave the classroom with a pass and only one at a time. Staff should challenge students in the corridor during lesson time.	Return to class