



Policy on Behavioural Management and Discipline

Co-ordinator – Assistant Headteacher

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Policy on Behavioural Management and Discipline

All members of the school community have the right to work within a safe, well ordered and supportive environment where effective learning can take place. Everyone is expected to behave in a responsible manner, showing consideration, courtesy and respect for other people at all times. Any action that does not allow teachers to teach, students to learn or is clearly disrespectful of people or property must be challenged.

Behavioural management is based on the principle of positive reinforcement of good work and behaviour, the mutual respect of staff and students and the use of consistently applied sanctions. This will not only encourage students to respect one another regardless of race or gender, to respect property and to respect adults, but it also enables students to be valued and rewarded for their achievements.

The behaviour management policy depends on a consistent approach by all colleagues and a commitment by them that they have a full part to play in ensuring that students do meet our common expectations of the highest standards, both academic and social.

Aims

The implementation of this policy will:

- encourage students to take responsibility for their own actions
- allow all students to develop academically and socially
- develop a sense of justice, fairness and tolerance towards others
- create a positive learning environment
- engender cohesive and consistent behaviour management by all staff
- secure a safe environment in which students flourish

Principles of Behavioural Management at Robertsbridge Community College

The school should be working towards achieving the following principles:

Praise, Rewards and Responsibilities

- The reward system is understood, used and valued by everyone

Sanctions

- Sanctions applied are appropriate to the misdemeanour and dealt with at the right level
- Sanctions are applied for the deed not the person

Examples of Rewards and Sanctions and situations in which they might be applied are given in the Behaviour Management Policy Rewards and Sanctions Procedures (See Appendices).

Students

- Students feel that rewards and sanctions are applied consistently and fairly

Staff

- Staff feel confident asking for advice and support
- Staff feel confident to apply rewards and sanctions firmly and fairly

Monitoring and Evaluation

The implementation of this policy will be monitored and aspects evaluated annually by the inclusion team. All staff and the Student Council will be consulted in this evaluation.

Procedure

The prime responsibility for, and management of, the behaviour of students within the classroom lies with the subject teacher under the management of subject leader and learning mentor who should use both rewards and sanctions with equity. In the case of a misdemeanour an appropriate sanction should be given.

If the student concerned fails to satisfactorily complete the sanction the teacher concerned must take appropriate action in line with this policy.

A group should not be punished for the behaviour of a few.

Detentions

Please refer to Appendix 2 of this policy.

Community Expectations

The college rules are outlined in the student planner and must be adhered to by all. (Please refer to Appendix 3 of this policy).

Exclusions

The decision to exclude a student will be taken in the following circumstances:-

- (a) In response to a serious breach of the College's Behaviour Policy
- (b) If allowing the student to remain in College would seriously harm the education, safety or welfare of the student or others in the College. (Please refer to Appendix 4 of this policy)

BEHAVIOUR MANAGEMENT POLICY

Appendix 1

Rewards at Robertsbridge

It is important to us that students are given positive reinforcement when meeting and surpassing our expectations. Rewards at Robertsbridge include:

- Verbal praise, either personal or public

- Credits to be given for:
 - Effort
 - Originality of thought/work
 - High Achievement

- Credits to also be given for:
 - Coursework completed on time
 - Coursework graded at target level or above
 - Representing the school in a sport or equivalent
 - Consistently working hard in lessons

- Credit Certificates:
 - Bronze 15 credits
 - Silver 50 credits
 - Gold 100 credits
 - Platinum 150 credits

- For every 15, 50, 100, 150 credits earned pupils will receive a certificate. In Key stage four, students can select a reward from one of the following:
 - £5 voucher
 - £5 given to the charity of student choice
 - £1 off canteen bill every day for one week.

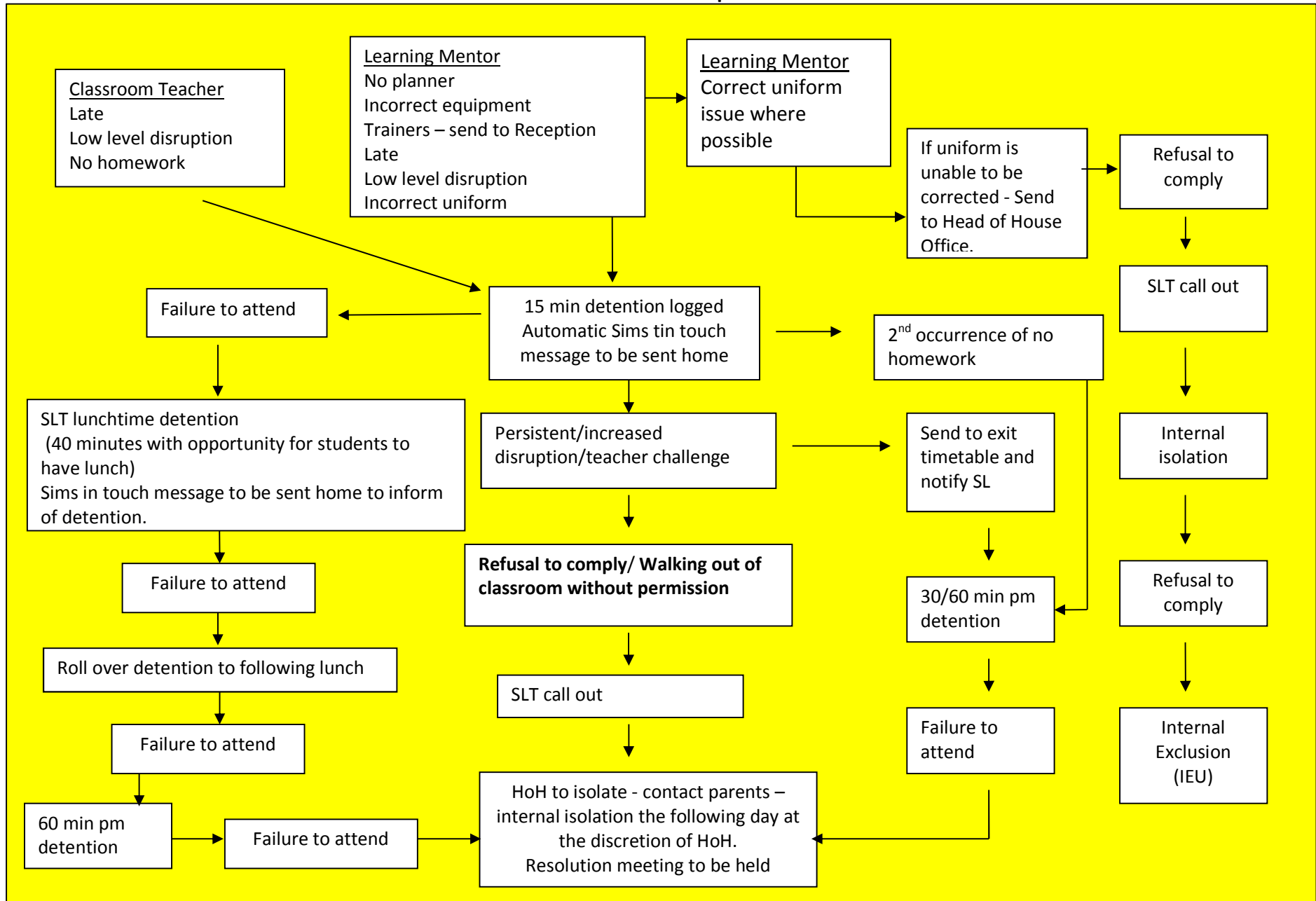
- Special Achievement awards
 - Each subject will nominate one student per class to be 'pupil of the half-term'.
 - Head of House award
 - Exceptional performance

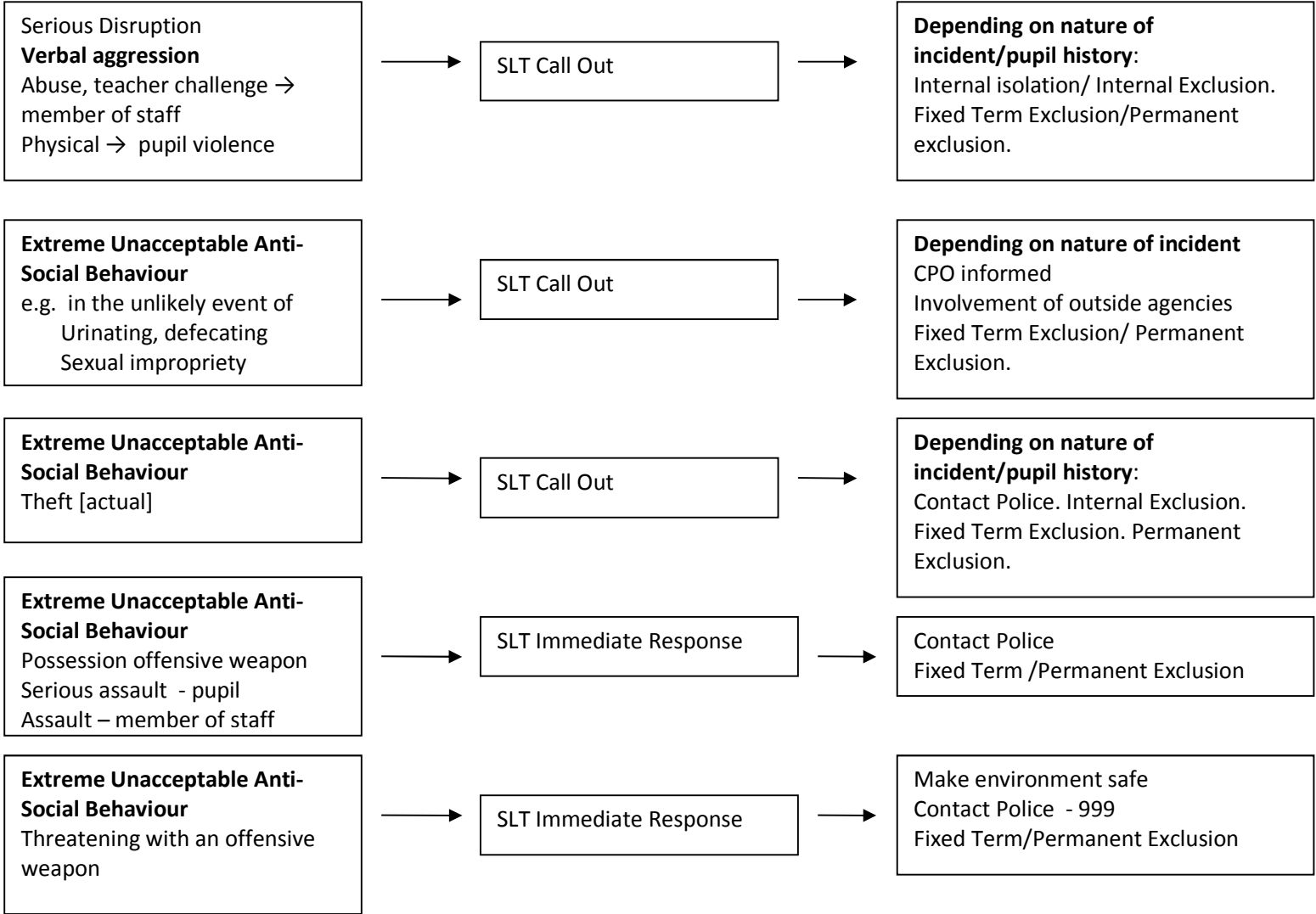
- Additional awards throughout the year include:
 - Reward assemblies
 - Head teachers breakfast
 - Attendance awards
 - Progress awards
 - Invitation to the Robertsbridge annual awards evening

- End of Year Rewards
 - To celebrate outstanding behaviour and positive contribution to college community, students will be invited to join the end of year reward event.
 - Students from years 7, 8, 9 and 10 will be invited to attend a special reward day. The destination will be reviewed annually in consultation with the student body.
 - Year 11 students are rewarded with their Prom and celebration leavers' assembly.

Inclusion in any end of year reward will be determined by behaviour, attendance and positive contribution to college community throughout the academic year. Students will be chosen at the discretion of the head of house and senior leadership team.

Sanctions – Detention process





Smoking
[including possession]
of cigarettes, matches and/or
lighters

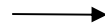


Confiscate and refer to
Learning Mentor/HOH



1st Offence
Inform parents – 3 consecutive
lunchtime detentions with health
education related work.
2nd Offence
Internal isolation and continued
support
3rd Offence
Internal Exclusion/ fixed term
exclusion dependant on history.

Criminal Damage
e.g. Vandalism
Graffiti
Damage to Personal Property



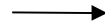
SLT Call Out



**Depending on nature of
incident/pupil history:**
Contact Police. FTE
Notify Parents of costs incurred.
Fixed Term/ Permanent Exclusion.

Alcohol/Substance Abuse

- possession
- intoxicated
- suspicion of intoxication

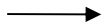


SLT Call Out



Confiscate immediately
Refer to professional external body if
appropriate
Possible Child Protection referral. Internal
Exclusion/Fixed Term Exclusion.
Send student home

Class Band C Drugs
Possession/use of



SLT Call Out



First offence:
Inform police
Meeting with parents
CP referral
Pupil to undertake external support programme – FTE/ Permanent Exclusion

Second offence:
Inform police
FTE/Permanent Exclusion

Class B and C Drugs
Evidence of supply

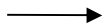


SLT Immediate Response



Contact Police
Permanent Exclusion

Class A and B Drugs
Use/Possession/Supply



SLT Immediate Response



Contact Police
Permanent Exclusion

Posing a serious threat to the safety, welfare or education to themselves or others in the school e.g. arson



SLT Immediate Response



Contact Police
Permanent Exclusion

Sanctions at Robertsbridge

Detention Process and Administration:

15min detentions:

- Organized within Pastoral/Department teams
- All 15min detentions MUST be logged in pupil planner on the intended day
- The member of staff setting the detention logs the detention on SIMs.
- Parentmail generated for all students in receipt of detention
- During the subject/House detention the member of staff in charge of the detention takes the register and notes any non-attendees on SIMs.
- TB to issue daily list of those pupils who will then be in SLT lunchtime detention
- HoH share dashboard data with Learning mentors monthly for monitoring

SLT lunchtime detentions:

- Room A12 will always be the SLT detention room
- Teachers to check the daily list – at the end of period 4 they bring the pupil to the detention room and sign in with member of SLT. They should also inform the member of SLT if the pupil is absent, ill, or if they refuse to go with them to the detention.
- Students in lunch detention will eat lunch with a member of SLT.
- Students who miss a lunch detention will be placed on a second lunch detention
- Failure to arrive to a second lunch detention will result in a 60 minute after school detention

30/60 min after school detentions

- 30/60 min detentions only to be given following an official exit from the lesson, or if student have failed to arrive to SLT lunchtime detention
- Teacher to complete IRF - pass to HoH/HoD who will then authorize proposed detention
- HoD logs the detention and emails through to detentions@robertsbridge.org.uk.
- HoD generates the detention letter – copies to Learning Mentor and HoH
- TB will draw up a list of pupils due in the after school detention and circulate to all staff on each day.
- After school detentions are held in A12 on Tuesdays, Wednesdays and Thursdays. Teachers to check the daily list – at the end of period 6 they bring the pupil to the detention room and sign in with member of staff on detention duty. They should also inform the member of staff if the pupil is absent, ill, or if they refuse to go with them to the detention.
- Detention staff then inform TB of any pupils who a] need their detention resetting for genuine reasons or b] need to be sent home with a supervision to follow.
- A detention rota using all teaching staff to be drawn up – two members of staff will always be on the rota and expected to attend the detention for the whole period - the detention register will be given to the first named member of staff to complete.
- Poor behaviour in the detention will result in an internal isolation the following day – duty staff to inform TB and HoH to action.

Community Expectations

Appendix 3

Uniform/Appearance

- Uniform rules must be adhered to as per uniform list.

Girls

Black knee length skirt (with school logo)*

Or Black tailored trousers

White shirt/College polo shirt

College sweater

Black or white socks/tights

Sensible, formal shoes (black)

Boys

Black tailored trousers.

No tapered waists/legs

White shirt/College polo shirt

College sweater

Black or white socks

Sensible, formal shoes (black)

(Canvas/trainer style shoes or boots will not be accepted)

Tie (only with white shirt)

Tie (only with white shirt)

No visible T shirts or vests under shirts or polo shirts

- Coats and fashion sweatshirts should not be worn inside the college
- *Skirts must be appropriate length and must be regulation Robertsbridge design
- One pair of stud earrings may be worn. No other jewellery is allowed
- Make up must not be worn and must be discreet in year 11.
- Nail polish/acrylic/fake nails are not allowed

Substances

- Smoking is not allowed on college premises or while travelling to and from college.
- No cigarettes, electronic cigarettes, lighters or matches should be brought to college.
- No intoxicating substances should be brought into college.
- There should be no aerosols in college.
- There should be no chewing gum in college.
- Canned drinks/energy drinks should not be brought in to college.

Valuables

- MP3 players, iPods, personal stereos, cameras and computer games should not be brought into college or they will be confiscated. Parents/carers will be expected to collect.
- No expensive equipment should be brought into college, except for the purposes of study and only with prior specific permission.

- Large sums of money should only be brought in cases of real necessity and handed to the finance office for safe-keeping.
- Mobile telephones must not be used during the college day. They will be confiscated and Parents/Carers will be expected to collect.

Movement around College

- On corridors and stairs, throughout, movement should be in single file, to the left.
- Pupils must walk sensibly around the building.
- Pupils should observe entry / exit signs and the one-way system.
- If a pupil needs to leave a class during lessons then they will need an 'Out of class pass'

Public Transport

While travelling to and from school, students are ambassadors for the college and are expected to behave appropriately.

- Pupils should remain seated on buses and trains throughout the journey.
- Pupils should never put their heads out of bus windows.
- Pupils must stand well back from the train as it approaches the platform.
- Bags should not be left in train corridors.
- Pupils may not cycle on train platforms.
- Prefects are to be obeyed and respected.
- **Consideration and respect should be shown to the general public at all times.**

Reports for improvement

Pupils may be placed onto a report card to monitor a range of issues. This can be linked to their academic progress, attitude to learning, punctuality, detention frequency, or following a fixed term exclusion. (This is not an exhaustive list).

Report cards allow staff and parents to monitor the pupils. Report cards will be issued at the discretion of the HoH, SLT, or LM.

Exclusion procedure

Most exclusions are of a fixed term nature and are of short duration (usually two or three days). Following exclusion, parents are contacted immediately where possible. A letter will be sent by post giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the LEA as directed in the letter. There are links in the letter to parent support and advice

A reintegration meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Management Team and other staff where appropriate. This is to discuss the incident and to attempt to prevent a reoccurrence of the incident or behaviours which led to the exclusion.

During the course of a fixed term exclusion where the student is to be at home, parents are advised that the student is not allowed on the College premises, and that daytime supervision is their responsibility, as parents/guardians.

On return to the college pupils will be placed on a college report card. This is to facilitate a focused entry back into the college. Students will also have a review meeting two weeks after the reintegration.

Governors Discipline Committee

Students who continue to display dangerous or inappropriate behaviour, despite intervention and a range of strategies enforced, will be seen before the Governing body. During this stage, students must discuss their previous behaviour with the members of the governing discipline committee. Parents/carers must also be present.

Permanent Exclusion

The decision to exclude a student permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered.

- (1.) The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success.

It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour, repeated bullying, (which would include racist or homophobic bullying) repeated possession and or use of an illegal drug on College premises, repeated disruption of lessons, failure to obey instructions from senior staff. This is not an exhaustive list.

- (2.) The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or 'one off' offence. These might include:
 - Serious actual or threatened violence against another student or a member of staff.
 - Sexual abuse or assault.
 - Supplying an illegal drug.
 - Carrying an offensive weapon *.
 - Arson.

The College will consider police involvement for any of the above offences.

* *Offensive weapons are defined in the Prevention of Crime Act 1953 as “any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him.”* These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the College.