

COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS
A4 BEHAVIOUR, SANCTIONS & REWARDS POLICY

COMMITTEE	Curriculum & Student Matters
SLT RESPONSIBLE	Willa Jackson Deputy Headteacher
REVIEW	Every 5 years or earlier if there is new statutory guidance
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COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

BEHAVIOUR, SANCTIONS & REWARDS POLICY

1 STATEMENT OF PURPOSE

The purpose of this policy is to ensure that all staff share clear expectations and communicate them to students so that good behaviour enables all students to learn in the most effective manner, through the consistent delivery of this policy.

This policy takes account of the School's legal duties of the Equality Act 2010 in respect of safeguarding and students with special educational needs and DfE guidance Behaviour & Discipline in Schools, Advice for headteachers and school staff . January 2016.

2 CODE OF CONDUCT

- 2.1 The School expects that students are courteous to and considerate of all other members of the school community at all times. Students should behave in a positive and supportive manner both in school and off the school site including behaviour on activities arranged by the School, on the way to and from School, when wearing school uniform in a public place **or in some other way identifiable as a student at the school**. Students are expected to follow the Code of Conduct circulated to parents each year and published in the Student Planner. (See Appendix I).
- 1.2 The Governors and the Head intend that the School rules and the sanctions provided in this policy shall also, in appropriate circumstances, be capable of regulating the conduct of students when they are away from School premises and outside of the jurisdiction of the School, for example during half term and the holidays. This will normally be where the conduct in question could have repercussions for the orderly running of the School, affects the welfare of a member or members of the School community or a member of the public, or brings the School into disrepute.

2 REWARDS

As a school we recognise that a key part of developing the potential of our young people is giving encouragement and praise. Praise is a key component of good teaching and good staff/student relationships. Staff at Colchester County High School for Girls are encouraged to actively look for opportunities to praise students both within and beyond lessons. Our system of rewards allows us to celebrate achievement, excellence and student contribution in all aspects of school life.

- 2.1 The School is committed to promoting and rewarding good behaviour and may do so in some of the following ways, although this list is not exclusive:

Lower School Rewards

Students in Y7 and Y8 earn merit stickers for effort or achievement in subject lessons. Students who have been particularly helpful may earn 'Helping Hands' merits.

Merit stickers are placed in the student planner.

On reaching 20 stickers a Bronze Merit Certificate is awarded

40 stickers a Silver Merit Certificate is awarded

80 stickers a Gold Merit Certificate is awarded

120 stickers a Platinum Merit Certificate is awarded.

Certificates are awarded for 100% attendance.

Letters or school postcards are sent to students deserving of praise for specific activities on a regular basis. **Celebration Assemblies are held regularly to highlight effort and achievements of both individuals and form groups.**

In Year 9 students earn 'R' rewards which are traded in regularly for raffle tickets. Raffle draws are held in each form every half term for a range of rewards including stationary and vouchers. At the end of the year all the raffle tickets are entered into a draw for a substantial reward e.g. an ipod mini.

Upper School Rewards

In order to recognise the progress of the students every half term in Y10 & 11 a student in each teaching group is selected by their teacher for a commendation letter. This nomination is not necessarily for achievement, but may be for outstanding effort, attitude, improvement or contribution to class activities.

Letters are also sent home for 100% attendance.

Students deserving of praise for specific activities in Y10-13 are recognised by receiving a letter or a school postcard.

Other/whole school rewards.

- Headteacher's Community Service Award
- Praise letter or postcard from Headteacher or Senior Leadership Team
- Headteacher's Book for Special Achievement.

3 SANCTIONS

- 3.1 The School understands that the use of sanctions must be reasonable and proportionate to the circumstances of the case and that account must be taken of a range of individual student needs in determining the appropriate use of such sanctions, including the student's age, any special educational needs or disability and any religious requirements affecting the student. The School has the following range of disciplinary sanctions that may be implemented as appropriate (See Appendix II):

A verbal reprimand

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Extra work or repeating unsatisfactory work until it meets the required standard

Loss of privileges

School based community service e.g. litter picking or removal of graffiti

Being placed on report

Phone call/letter home to parent/carer

Detention (including during lunchtime, after school and at weekends)

Internal Inclusion; This may be from specific lessons, for whole days, and/or at lunchtime.

Exclusion. (See A6 Exclusions Policy)

- 3.2 Parents will be given at least 24 hours notice in writing of detentions outside of school hours. **Parental consent is not required for detentions.**
- 3.3 In all cases of misconduct, including those outside of the School, the Head will consider whether the police or the local authority's anti-social behaviour co-ordinator should be notified of the disciplinary action taken. The police will always be informed where the student's behaviour is criminal or poses a serious threat to a member of the school community or general public.
- 3.4 Where behavioural issues give cause to suggest that a child is suffering or is likely to suffer significant harm, the School's Safeguarding and Child Protection Procedures will be followed.

4 EXCLUSIONS

- 4.1 The School will follow government guidance on exclusions, unless there is a good reason to depart from it. The School aims to operate within the principles of fairness and natural justice.

The School's policy on exclusions applies to serious breaches of school discipline occurring inside and outside of the School as set out in clause 1.2 above. Please see the School's separate Exclusions Policy.

- 4.2 Exclusions can take the form of:

- Fixed term exclusions;
- Permanent exclusions;
- Lunch time exclusions.

- 4.3 The following exclusions will be reviewed by the governing body:

- All permanent exclusions;

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- Fixed term exclusions that would result in a student being excluded for more than fifteen school days in any one term;
- Fixed term exclusions that would result in a student missing a public examination.

5 MALICIOUS ALLEGATIONS AGAINST STAFF

Where a student makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with this policy.

Where such an allegation is made, appropriate support will be provided to the member(s) of staff affected.

6 USE OF REASONABLE FORCE

Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance *Use of reasonable force: advice for head teachers, staff and governing bodies* and only when immediately necessary and for the minimum time necessary to prevent a student from doing or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- **to maintain good order and discipline in the classroom** or elsewhere.

Where restraint is used by staff, this is recorded in writing and the student's parents will be informed about serious incidents involving the use of force. Force is never used as a form of punishment.

7 SEARCHING STUDENTS & CONFISCATION OF INAPPROPRIATE ITEMS

7.1 Informed consent

The School staff may search a student with their consent for any item which is banned by the School rules. If a member of staff suspects that a student has a banned item in their possession, they can instruct the student to turn out their pockets or bag. If the student refuses, an appropriate sanction will be applied in accordance with this policy.

7.2 Searches without consent

In relation to prohibited items, as defined below, the Headteacher, and staff authorised by the Headteacher, may search a student or a student's possessions without their consent where they have reasonable grounds for suspecting that a student has a prohibited item in their possession.

Prohibited items: Means knives or other weapons, alcohol, illegal drugs, tobacco, cigarettes, lighters, fireworks, pornographic images and stolen items and any other items as defined as such from time to time. This includes any article that has been or is likely to be used to commit an offence, cause personal injury or damage to a property.

If staff believe a student is in possession of a prohibited item above they may search:

- Outer clothing including hats, scarves, gloves, boots, blazer pockets
- School property, e.g. lockers or desks
- Personal property e.g. bag or pencil case

7.3 Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a student or their possessions should be carried out in the presence of the student and another member of staff. All such searches will be conducted by female members of staff.

7.4 Where the Headteacher, or staff authorised by the Headteacher, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item as appropriate in accordance with the DfE guidance *Screening, searching and confiscation* (DfE-00056-2011). School staff may also seize any item, however found, which they believe consider harmful or detrimental to school discipline.

7.5 Confiscated items

Weapons, knives and child pornography will always be handed over to the police, otherwise it is for the School to decide if and when to return a prohibited confiscated item. In some cases the item may be handed over directly to parents.

7.6 Banned items

Where a banned item under the school rules has been found, staff should take into account all relevant circumstances and use their professional judgement when deciding whether to return, retain or dispose of the item.

7.7 Electronic Devices

Where staff conducting a search find an electronic device they may examine any data or files on the device if they think there is reason to do so. If inappropriate material is found on the device this may be deleted, or retained e.g. for passing on to police.

Further information and advice can be found in DfE guidance *Searching, Screening Confiscation at School*.

8 PARENTS & CARERS

8.1 Parents and carers must insist that their daughter contributes positively towards the learning environment by:

- supporting the School Code of Conduct and disciplinary procedures.
- encouraging their daughter to be kind to other people, treating others with respect, taking responsibility for her own behaviour and being aware of the effect her behaviour can have on others.

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- ensuring their daughter attends school regularly, arriving on time, in correct uniform and equipped for the school day.
- making time to listen to their daughter and be positive about her achievements, however small, and providing a quiet area for doing homework and encouraging effective use of leisure time.
- informing the school of any changes in home circumstances that could affect their daughter's welfare and ability to work

Experience shows that parents/carers are generally our best supporters in all matters. Regular and effective communication with home is the very best way of ensuring high standards, good behaviour and continued progress.

9 EVALUATION & MONITORING BEHAVIOUR

- 9.1 The School will evaluate and monitor performance by examining school information on behaviour, including records of detentions and exclusions.

10 POLICY LINKS

This Policy also links to:

- A3 Safeguarding & Child Protection Policy
- A5 Anti-bullying Policy
- A6 Exclusion Policy
- 44 E-Safety Policy
- 48 Drugs & Alcohol Policy

12 REVIEW

This policy will be reviewed at least every 5 years or earlier if there are changes to statutory guidelines.

Student Code of Conduct

Students at Colchester County High School for Girls are expected to be courteous to and considerate of all other members of the school community at all times.

- 1. You are punctual for registration, all lessons and appointments. If you are late you should apologise to the members of staff concerned and give a reason.**

- 2. You go to lessons with all the equipment and books you need. When your teacher talks to the whole class, you are silent and concentrate. If the class is asked a question, you put up your hand to answer and do not call out. You work sensibly within your class and do not distract or annoy others. A request or instruction from a teacher should be carried out at once and without argument.**

- 3. You make careful notes of any homework set in your homework diary and hand your work in on time.**

- 4. You move around the school in a controlled and considerate manner keeping to the LEFT on two-way corridors and stairs and/or following signed directions. You help by opening doors and standing back to let people pass.**

- 5. You come into the assembly hall in silence. You listen respectfully to the assembly. You also leave the assembly hall in silence, row by row as dismissed. You take your turn to assist with chairs after assembly.**

- 6. You keep the school clean and tidy by placing all litter in bins and keeping walls and furniture unmarked. You do not bring chewing gum to school. You look after books and equipment.**

- 7. Appropriate behaviour is expected at all times. You act as appropriate ambassadors for the school when on any school activity or when wearing school uniform, including to and from school.**

- 8. You follow the school dress code as outlined in the student planner for your year group. If you are in Years 7 – 11, you wear correct uniform, in the correct manner, at**

all times and with pride. A letter will be sent home to the parents of students who persistently flout the uniform rules, and sanctions will be applied according to the School Behaviour Policy.

9. Smoking is strictly forbidden on school premises. Cigarettes, matches, lighters and e-cigarettes are not allowed in school and if found will be confiscated and parents informed. You may not smoke when off school premises if you are still in uniform or otherwise associated with the school.

10. Possession of, use or abuse of alcohol, illegal substances or offensive weapons on school premises is strictly forbidden and could lead to exclusion from school.

11. You keep your mobile phone switched off during the school day. All emergency calls must go through Reception during the school day. If you use your phone in school it will be confiscated until the end of the day when you may collect it from the school office. Parents will be contacted if phones have to be confiscated more than twice. Your mobile phone and any other valuables are brought into school at your own risk. You take responsibility for your own possessions by keeping them in a locked locker.

12. You follow the ICT Acceptable Use Policy & Home/School Agreement (copies available from the School Office).

13. You follow the Form Room Behaviour Protocols. You ask permission before entering a classroom if a member of staff is there. You are not allowed to play music in your form rooms at break and lunchtime or use your mobile telephone in school.

14. You are always respectful and polite towards any other member of the school community

DISCIPLINARY & DETENTION PROCEDURES

When behaviour is unsatisfactory the following procedures apply.

1. In lessons, the first point of reference is the Subject Teacher followed by the Head of Department, then the Form Tutor and, if necessary, the Assistant Headteacher (Lower School or Upper School) or Deputy Headteacher (Students or Staff). Around the school the first point of reference for misbehaviour is the Form Tutor.

All behaviour issues must be recorded on the SIMS system detailing the concern and action already taken.

2. Students may be kept in at break or lunch time at the discretion of individual staff and the time will be used for constructive work. The member of staff concerned is responsible for supervising students in detention.
3. Students may be given community service tasks in detention or be placed in lunchtime inclusion for poor behaviour which has an impact on the school community or breaks school rules.
4. Students may be put on report at the discretion of the Head of Department or Pastoral Team. Parents must be informed about the intention to put a student on report.
5. A student may be placed in detention after school from 15.45-16.45, or in extreme cases at the weekend (time and day to be determined depending on circumstances). A letter will be sent home in advance stating the reason for the detention. Parents are responsible for their daughter's safe transport home after the detention. Depending on the reason for the detention the time will be used for constructive work or community service tasks.
6. The Senior Leadership Team may place students in detention or lunchtime inclusion for serious or persistent unsatisfactory behaviour.

APPENDIX III**Behaviour Policy summary guidance (All incidents must be recorded on SIMS)**

Level	Behaviour (not an exclusive list)	Consequence	Intervention
1 (Subject Teacher/ Form Tutor)	Low level disruption e.g. talking 1 st late homework Late to lesson Uniform 1 st offence	Informal discussion with subject teacher/Form Tutor Verbal reprimand	Students made aware of code of conduct Informal monitoring
2 (Head of Subject/ Form Tutor/ Head of School)	Persistent low level disruption Persistent late homework/missing work Poor lunchtime behaviour Frequent lateness (e.g. 2 in a week, 3 in a half term) Uniform (persistent infringement)	Detention Involvement of Head of Subject Parental contact Inform Tutor/Head of School Detention at break or lunchtime Contact parents (F/T) Detention	On report to Head of Subject/Form Tutor Parental Involvement Monitoring of Homework Diary
3 (Head of Subject/ Head of School/ SLT)	Continued disruption Deadlines missed Bullying Persistent lateness Persistent breach of uniform rules Poor lunchtime behaviour	After school detention Internal Inclusion Contact Parents /Internal inclusion/ sent home (Y12 & 13) Internal lunchtime exclusion	On report to Head of School/Deputy Head Parental involvement Possible referral to outside agencies Uniform report Parental involvement
4 (SLT)	Serious incidents/breaches of Code of Conduct	Fixed Term Exclusion Permanent Exclusion possible.	On report to Deputy Head Parental involvement Possible referral to outside agencies

APPENDIX IV

Behaviour sanctions have three main purposes, namely to:

- impress on the perpetrator that what they have done is unacceptable;
- deter them from repeating that behaviour;
- signal to other students that the behaviour is unacceptable and deter them from doing the same.

Sanctions should not be used where low-level interventions (such as giving a non-verbal reprimand or reminding a student of a rule) are all that is needed. Staff should also consider when it might be more appropriate to encourage students to reflect on the harmful effects of their misbehaviour, through producing a written account of the problem or through individual or group discussions aimed at repairing relationships for example, rather than impose a sanction,.

Sanctions are more likely to promote positive behaviour if students see them as fair. Staff should follow these guidelines when giving sanctions:

- make clear they are dealing with the behaviour, rather than stigmatising the person;
- avoid early escalation to severe sanctions, reserving them for the most serious or persistent misbehaviour;
- avoid sanctions becoming cumulative and automatic (sanctions should always take account of individual needs, age and understanding);
- avoid, where possible, whole group sanctions that punish the innocent as well as the guilty;
- wherever possible, use sanctions that are a logical consequence of the student's inappropriate behaviour;
- use sanctions to help the student and others to learn from mistakes and recognise how they can improve their behaviour and when appropriate put right harm caused;
- use sanctions in a calm and controlled manner;
- ensure that sanctions are seen as reasonable and consistent (students should know that a sanction, when mentioned, will be used);
- attempt to link the concept of sanctions to the concept of choice, so that students see the connection between their own behaviour and its impact on themselves and others, and so increasingly take responsibility for their own behaviour.

Confiscation – property may be confiscated from a student if it is:

- An item which poses a threat to others or is a prohibited item;
- An item which poses a threat to good order for learning;

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- An item which is against school uniform rules;
- An item which poses a health or safety threat;
- An item which is banned or counter to the ethos of the school.

Any member of staff acting in a supervisory role has the authority to confiscate.

If a student refuses to hand the item over, the matter should be referred to a member of the Senior Leadership Team. A member of staff should not attempt to remove the item forcibly.

Items which have been confiscated should be handed in to the office for safe keeping and can be collected by the student at the end of the nearest half term or a parent can collect it at any time during normal school hours. If a mobile telephone is confiscated, it must be returned at the end of the same school day. If a mobile phone is confiscated a third time then parents will be contacted to collect the phone.

Poor conduct by students off site

Student behaviour off site should be as good or better than in school, and similarly, school behaviour sanctions will apply.

Staff on school trips should endeavour

- to maintain good order on transport, educational visits or other placements such as work experience or college courses;
- to secure behaviour which does not threaten the health or safety of students, staff or members of the public;
- to provide reasonable protection to individual staff from harmful conduct by students of the school when not on the school site.

Staff should contact the SLT on call during a visit if they are unsure how to respond to student mis-behaviour during a school visit.

SEN/Equality & Accessibility

All staff should be made aware of reasonable adjustments being made because of:

- ‘adjustment duty’ re disability: The reasonable adjustment duty in the disability discrimination legislation requires schools to think ahead, anticipate the barriers that disabled students may face and remove or minimise them before a disabled student is placed at a substantial disadvantage;
- cultural and religious differences;
- the need to treat students differently is sometimes fair and necessary.

Please also refer to SEN Policy, Equality Duty Policy and Disability & Accessibility Policy.