



Behaviour Policy

This policy should also be read in conjunction with the Policy on Drugs and other Banned Substances.

Due consideration has been given to the DFE guidance Searching, screening and confiscation Advice for Headteachers, school staff and governing bodies January 2018.

General Principles

Behaviour Policy at Upton High School will embody the school's values. It will promote and support teaching and learning, mutual respect and positive behaviour so that all can achieve and succeed. The policy will

- Embody high expectations for all;
- Promote safe behaviour and well-being for self and others, in and beyond school;
- Expect respect for staff, fellow students, school and individual property, school buildings, the school environment and school transport;
- Promote positive behaviour through the development of students' social, emotional and behavioural skills;
- Ensure a balance between rewards and sanctions to encourage positive behaviour;
- Be fair, clearly communicated, and consistently, reasonably and proportionately applied;
- Ensure the orderly running of the school;
- Acknowledge context and be proportionate and responsive;
- Recognise the importance of keeping parents and carers informed of their child's behaviour, engage them in partnership with the school and support them in meeting their parental responsibilities.
- Recognise that vulnerable students, and students with additional educational needs, may need behavioural support, and make provision for such support so that all students are included;
- Promote equality of opportunity and good relationships between different communities;
- Seek to eliminate all forms of discrimination, harassment and bullying;
- Not tolerate violence, threatening behaviour or abuse;
- Encourage staff and students to lead by example and expect all to uphold the values and good name of the school;

- Apply to school visits, travel to and from school, and school-related activities
- Support multi-agency working and partnership working with other local schools and settings to promote positive behaviour and good attendance

CODE OF CONDUCT - 'The Upton Way'

Valuing Learning, Respecting Each Other, Taking Responsibility

We value learning:

- By making a positive contribution to the lesson
- By contributing to the education of others
- By completing classwork and homework on time and to the best of our ability
- By ensuring my behaviour always considers the learning of others

We respect each other:

- By respecting everyone and treating others as we would expect to be treated ourselves.
- By moving around the school site sensibly, calmly and safely
- By reporting any concerns to an adult

We take responsibility:

- By wearing the correct uniform in the way it was intended to be worn
- By following rules with regard to hair, makeup, jewellery and mobile phone use
- By behaving in a way that keeps us safe.
- By being punctual and bringing the correct equipment
- By guaranteeing that our behaviour ensures that the school remains a respected and valued part of the community

PROMOTING AND REWARDING POSITIVE BEHAVIOUR

We believe that high expectations, believing in students' abilities, praise and rewards are all important ways of encouraging students to do their best. We want to reward effort, good conduct and achievement.

- Staff will recognise good behaviour and achievement by recording positive Study Skills and Attitude (SSA) grades and achievement points on the behaviour tracking system.
- Staff will sign Praise Cards.
- Staff will praise students when they see good behaviour
- Staff will regularly inform parents of exemplary behaviour as well as achievement (letter of commendation, praise postcards, parents evening, or informally via a note in the students planner or phone-call)

Achievement points are awarded for:

- a. High standards of work
- b. Consistent effort
- c. Significant improvement in progress / attainment
- d. An extra special effort for one piece of work or a major project
- e. Significant involvement in class
(Discussion / answering questions / showing initiative etc)
- f. A special achievement outside the classroom but related to school
- g. A major contribution to the success of a school event
- h. An act of kindness / politeness / service, in and around the school

Hall Points

In addition to achievement points students may also be rewarded by achieving points for their Hall. These are earned by:

- **100% Attendance**
- **Hall Competitions**

UNACCEPTABLE BEHAVIOUR

Students who disrupt the work of others, disobey the rules, or offend any member of the school community must receive an appropriate sanction and this will be recorded through SSA grades on the behaviour tracking system or on their uniform card.

Unacceptable behaviour will receive an appropriate sanction as outlined in the school behaviour system, Actions Bring Consequences (ABC). Students who cause persistent disruption in the lesson may be removed to the On Call room.

Exclusion

Exclusion is the most serious sanction the school can impose. A student will be excluded for either a number of behaviour incidents or a single serious incident of misbehaviour. All incidents are formally investigated by senior staff and students are given the opportunity to make a written statement.

The school informs the Local Authority about all external exclusions and the Governors monitor exclusions on a termly basis.

There are three levels of exclusion:

1) Internal Exclusion

A student may be excluded from lessons but remain in school as a result of persistent misbehaviour, for an isolated serious incident or when a serious incident is being investigated. This is a serious sanction as it means withdrawing a student from their lessons (including break and lunchtimes), parents/carers will be informed by email when their son/daughter is placed in the internal seclusion room as a planned exclusion.

2) Fixed Term External Exclusion

Fixed term exclusion is a more serious sanction because it means a student is not allowed to attend school for one or more days. The school will use fixed term exclusion for a serious behaviour incident. It will also be used as a sanction for persistent misbehaviour, defiance and/or disturbing the learning of others when other sanctions have been exhausted.

Fixed term exclusions are normally for 1 to 5 days but in very exceptional circumstances could be up to 45 days in any one school year.

Students will be issued with work for the period of their exclusion and a reintegration meeting will be held prior to readmission. Parents are expected to attend. Students must reflect on their behaviour during a fixed term exclusion and resolve to improve their behaviour on their return to school. Students will be given a copy of our code of

conduct to reflect on. The readmission meeting will outline expectations on future behaviour and arrangements for the return to school. It also enables parents, students and senior staff to discuss our expectations and how behaviour in school will be improved and monitored. If parent(s) cannot meet on the date set, the student will not be allowed to attend normal lessons. They will only return to their normal timetable once parents have attended a reintegration meeting.

Fixed term exclusions of over 5 days are a response to incidents of persistent poor behaviour or a one off serious incident. From the sixth day of exclusion, the school will arrange for the student to continue his/her education at another local school for the remainder of the exclusion.

Under the conditions of the fixed term exclusion, parents are responsible for ensuring that their son/daughter is supervised in their education at home and are not present in a public place during school hours. If an excluded child is present in a public place during the dates of the exclusion, the parents are liable to a fixed penalty fine.

The school may also exclude students from the premises for their lunchtimes for a period of up to a week.

3) Permanent Exclusion

The Headteacher may decide that permanent exclusion is necessary for a student. This may include, but is not limited to, the following:

- All other steps to encourage the student to obey the school rules have failed.
- Allowing the student to remain in school would be seriously detrimental to the education or welfare of others in the school.
- Persistent and defiant behaviour. This would encompass persistent bullying including homophobic or racist bullying.
- Serious actual or threatened violence against a student or member of staff.
- Sexual misconduct.
- Supply of a drug, or the severe misuse of a drug (Please refer to the Drugs Policy)
- Carrying an offensive weapon.

The Headteacher will consider all external exclusions in line with current statutory regulations.

When a student is externally excluded from school the parent will be notified initially by telephone, and this will be followed up with a letter. An exclusion will normally begin on the next school day.

Letters about fixed period and permanent exclusions will explain:

- Why the Headteacher decided to exclude the student;
- The reason for the exclusion;
- If the exclusion is for a fixed period, the length of the exclusion and the date and time the student should return to school;

- If the exclusion is for lunchtimes only, the length of the exclusion (normally no more than five school days), and the arrangements for providing a meal for any student entitled to free school meals;
- If the exclusion is permanent, the date the permanent exclusion takes effect, and details of any relevant previous warnings, fixed period exclusions or other disciplinary measures taken before the present incident. The letter will outline the date for the governor meeting to consider the exclusion;
- Copies of all external exclusion letters are sent to the Local Authority

Alternative Provision

The school may also direct a student to attend off site alternative provision to improve behaviour, under the terms of the Alternative Provision (Statutory Guidance for Local Authorities) Jan, 2013 document.

There may be situations when our staff may need to confiscate items from students. The guidelines below explain when these may occur and how the search will be conducted.

Searching

- School staff will search a student for any item if the student agrees.
- The school has statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items are:
 - knives or weapons
 - alcohol
 - illegal drugs
 - stolen items
 - tobacco and cigarette papers
 - fireworks
 - pornographic images
 - any article that the member of staff reasonably suspects has been, or is likely to be, used:
 - to commit an offence, or
 - to cause personal injury to, or damage to the property of, any person (including the student).
 - Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Items banned at Upton:

Fizzy drinks
Tipp-ex
Aerosols

Confiscation

• School staff will seize any prohibited item found as a result of a search. They will also seize any item, they consider harmful or detrimental to school discipline.

Searching with consent

• School staff can search students with their consent for any item.

Also note:

• We are not required to have formal written consent from the student for this sort of search – it is enough for the teacher to ask the student to turn out his or her pockets or if the teacher can look in the student's bag or locker and for the student to agree.

• If a member of staff suspects a student has a banned item in his/her possession, they can instruct the student to turn out his or her pockets or bag and if the student refuses, they will apply an appropriate punishment as set out in our behaviour policy.

• A student refusing to co-operate with such a search raises the same kind of issues as where a student refuses to stay in a detention or refuses to stop any other unacceptable behaviour when instructed by a member of staff – in such circumstances, we will apply an appropriate disciplinary penalty.

Searching without consent

We may search for the following items without consent:

- Knives or weapons, alcohol, illegal drugs and stolen items; and
- Tobacco and cigarette papers, fireworks and pornographic images; and
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury, or damage to property; and
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for.

The search will be carried out by the headteacher or a member of school staff and authorised by the headteacher.

• where the search is without consent, it will be carried out by someone of the same sex as the student being searched; and there will be a witness (also a staff member) and, where possible, they will also be the same sex as the student being searched.

• There is a limited exception to this rule. We may carry out a search of a student of the opposite sex to the staff member / or without a witness present, but only where we

reasonably believe that there is a risk that serious harm will be caused to a person if we do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

Reviewed February 2018