

SCHOOL BEHAVIOUR MANAGEMENT POLICY 2016-2017

	EXPECTATIONS	MISDEMEANOUR	CONSEQUENCE	DAYBOOK ACTION
LEVEL ONE	<ul style="list-style-type: none"> • Arrive punctually to School • Arrive punctually to each lesson • Wear correct uniform • No nail varnish or make up in Years 7-11 • Discreet make up and nail varnish allowed in Years 12-13 • Speak when appropriate • Use the language appropriate for the lesson • Be prepared and organised for each lesson 	<ul style="list-style-type: none"> • uniform infringement • jewellery infringement • wearing nail varnish • wearing make up • late to lesson and/or School • low-level off target chatting • irrelevant or random questions • negative body language/voice • ignoring instructions • lack of correct equipment • not talking in target language • poor, late or no homework • time wasting 	<p>Picked up and dealt with by FT in registration, or if missed, class teacher notifies FT via email</p> <p>Some suggested interventions:</p> <ul style="list-style-type: none"> • pause and stern look • verbal warning and/or quiet word • move student to another seat • put name on board • keep behind at end of lesson for discussion (don't make student late to next lesson) • move student to another class or outside room • Other personal strategies as appropriate such as individual lunchtime mentoring sessions 	<p>First offence – NO DAYBOOK ENTRY</p> <p>Second offence (even if it is the next lesson) – LOG DAYBOOK ENTRY. Form Tutor to talk to student. No HOY or HOD involvement at this stage.</p> <p>Third offence – LOG DAYBOOK ENTRY and move up to Level Two consequences.</p>
LEVEL TWO	<ul style="list-style-type: none"> • Make the best possible effort in lessons and homework tasks • Be honest and truthful • Be respectful of the School environment • Behave respectfully between lessons and during break and lunchtime • Take responsibility for own actions • Only bring allowed items into school 	<p>LEVEL ONE TRANSGRESSIONS REPEATED THREE TIMES OR ANY OF BELOW FOR THE FIRST TIME</p> <ul style="list-style-type: none"> • copying homework • chewing gum • smuggling food into school • not telling the truth • continuing unsociable, loud behaviour after warning • misuse of classrooms and corridors between lessons • forgery of parents' signatures • misuse of gate pass 	<ul style="list-style-type: none"> • Sent to HOD/HOY for mentoring session AND • Lunchtime detention with HOD/HOY on rotation in Meeting Room, with a set detention activity and a letter sent to parents and/or phone call home from HOY/MHA AND • Detention will be recorded on school report <p>N.B. Detention takes precedence over clubs</p>	<p>HOD/HOY intervention, but FT should be informed and preferably part of mentoring</p> <p>HOD/HOY LOG DAYBOOK ENTRY and make sure each other notified (if class incident)</p>

LEVEL THREE	<p>All of the above, plus –</p> <ul style="list-style-type: none"> • Always be respectful to all staff in every situation • Always ensure that work is original and not copied or plagiarised • Use respectful, courteous language at all times • Respect the ICT policy of not pasting or sharing school or student images on social media • Respect the safety of others by not setting off fire alarms or any form of vandalism • Ensure that everyone is treated kindly and fairly, never resorting to swearing or physical violence 	<p>LEVEL TWO TRANSGRESSIONS REPEATED TWICE OR ANY OF BELOW FOR THE FIRST TIME</p> <ul style="list-style-type: none"> • not turning up to lunchtime detention • direct questioning of teacher's authority, argumentative • cheating in tests • plagiarism in coursework/CA • vandalism and graffiti • disregarding staff instructions in public areas (duties etc.) • skiving/bunking a lesson • use of swear words 	<ul style="list-style-type: none"> • HOD/HOY and SLT intervention • After-school detention in Boardroom with a member of SLT (1st offence HOY/MHA phones home, 2nd offence SLT phone home) AND • Face-to-face meeting between SLT and student after phone call home to parents AND • Documented by a letter home from HOD/HOY and SLT AND • May forfeit right to participate in next year group or form group reward AND • Detention will be recorded on school report 	<p>SLT LOG DAYBOOK ENTRY, sent to whole Year Team and copy of letter placed in student file</p>
LEVEL FOUR		<p>LEVEL THREE TRANSGRESSIONS REPEATED TWICE OR ANY OF BELOW FOR THE FIRST TIME</p> <ul style="list-style-type: none"> • any kind of stealing • using phones or cameras • posting school/student images on social media • blatant rudeness to staff, including swearing • bullying including cyber bullying • possession or use of solvents • physical violence • cheating in examinations or repeated plagiarism despite warnings • setting off fire alarm 	<ul style="list-style-type: none"> • HOD/HOY and SLT intervention • Face-to-face meeting with parents and student after phone call home • Documented by a letter home from HOD/HOY and SLT • Internal suspension, with student supervised in Boardroom (by staff on cover list) OR • External Suspension OR • Expulsion depending on severity of incident 	<p>SLT LOG DAYBOOK ENTRY, sent to whole Year Team and copy of letter placed in student file</p>