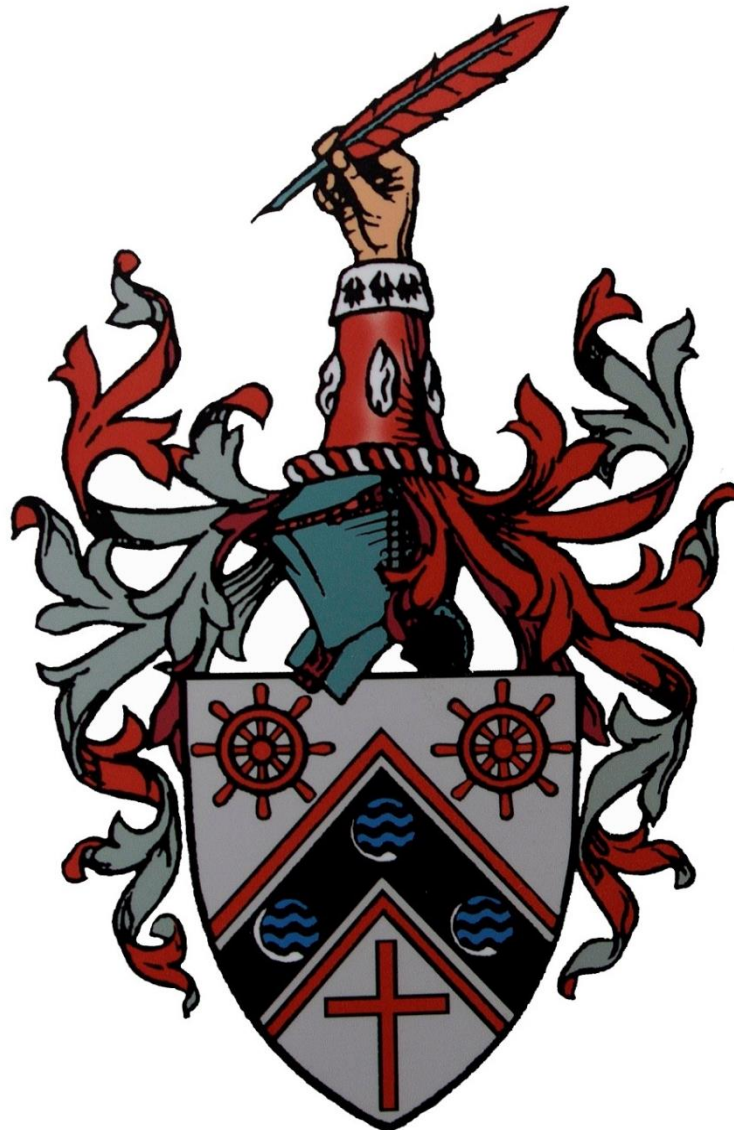


# SIR JOHN CASS FOUNDATION AND REDCOAT SCHOOL & SIXTH FORM COLLEGE



## School Discipline, Pupil Behaviour & Pupil Exclusion Policy

Ratified by Governors:

Date February 2015

To be reviewed:

Date February 2017

Member of SMT responsible for Policy:

Iain Cameron

## **Introduction**

Sir John Cass Red Coat School is a happy, harmonious learning community where staff and students feel safe and secure. School life is characterized by a calm purposeful environment underpinned by relationships built upon mutual respect. The school regards the Behaviour Policy as underpinning all teaching and learning. Our expectation is that all students and staff will behave in appropriate, safe and socially acceptable ways.

## **Aims**

The aims of this policy are to:

1. promote good behavior, self-discipline and respect for others
2. ensure fairness of treatment for all to ensure the welfare of all
3. facilitate a climate for learning to motivate pupils into becoming better learners
4. provide a safe environment free from disruption, bullying, violence, discrimination and any forms of harassment
5. ensure a consistency of response to all behaviours
6. encourage a positive partnership with parents

This policy will apply at all times when students are the responsibility of school staff and when they are out of school as the responsibility of others and are acting in such a way as to bring the school into disrepute (whether or not they are in school uniform) e.g. to and from school, on educational visits, work experience. Schools have a statutory power to regulate the behaviour of students when off school premises and not supervised by school staff.

This policy is to be read and applied in line with other relevant policies notably the Safeguarding Policy which covers child protection, e-safety, Prevent, etc.

## **Behaviour for learning**

The school aims to provide a safe, secure, supportive environment where students can learn and teachers can teach. There is a direct link between the way young people learn and their behaviour. It is the job of staff at all levels to help and encourage students' understanding of socially acceptable and appropriate behaviour. The power to discipline applies to all paid staff with responsibility for students.

### **Staff are expected to:**

- Model exemplary behaviour
- Treat all children and adults with respect
- Speak politely to each other
- Build student confidence and self-esteem through positive reinforcement
- Avoid using critical or sarcastic language
- Recognize student effort and achievements on a regular basis and celebrate success
- Keep parents informed about success, efforts and achievements
- Challenge unacceptable behaviour
- Work in partnership with parents through regular contact to help improve behaviour

### **Pupils are expected to:**

- Be respectful to staff, visitors and peers
- Follow the classroom code
- Promote a positive image of the school
- Celebrate their success and the success of others

### **We will not accept the following behavior:**

- Disrupting the learning of others
- Rude or inappropriate language
- The exhibition of any forms of behaviour that promote hatred, violence or breaking of the law
- Acts of aggression or any kind of physical violence
- Bullying or intimidation (including cyberbullying)
- Discrimination in any form
- Vandalism
- Low-level disruption of lessons

**If unacceptable behaviour occurs, members of staff will:**

- Challenge the behaviour
- Tell the pupil what we find unacceptable and why
- Explain how they could have behaved differently, modelling what they could have done or said
- Try to find out why the child is behaving this way
- If the poor behaviour is repeated, or if it is judged to be serious, the incident will be reported following the school's procedures

**Rewards**

The successful management of behaviour is central to the schools' ethos of providing a safe learning environment within which children and adults can develop good relationships, showing care, respect and consideration for each other within school and the wider community. The school encourages all staff to reward pupils for good work and behaviour. The rewards system includes:

- Sending home departmental postcards
- Recording of merits in the pupil planner
- Contacting parents/carers
- Issuing pupils with department, Head of Year and Head of Key Stage certificates
- Recording commendations on the school of Year / E-Portal system

**Sanctions**

Teachers have statutory authority to discipline students whose behaviour is unacceptable, who break school rules, fail to follow reasonable instructions or act illegally. The decision to punish a student and the punishment itself must be made on the school premises or while the student is under the charge of the member of staff;

Guidance regarding sanctions:

- Students can be disciplined at any time in school or elsewhere under the charge of the school e.g. on school visits.
- Students can be disciplined for misbehaviour outside of school e.g. travelling to and from school, when wearing school uniform or when the behaviour could have repercussions for the orderly running of the school.
- All punishments must be fair, reasonable, proportionate and not in breach of any legislation such as disability or Special Educational Needs (SEN).
- Teachers have the specific legal power to impose detention outside school hours. The times outside normal school hours when detention may be given are evenings, plus weekends (except the weekend preceding or following the half term break) and INSET days (following school hours).
- Students will be detained for no more than 30 minutes at the end of the school day without prior parental notice
- Parents will be given twenty four hours' notice if a student is to be detained after school for longer than 30 minutes.  
With lunchtime detentions, reasonable time is allowed for the pupil to eat, drink and use the toilet.
- Teachers should not issue a detention where they know that doing so would compromise a child's safety. Staff issuing the detention should consider whether the detention is likely to put the student

at risk, whether the student has known caring responsibilities which mean that the detention is unreasonable and whether suitable travel arrangements can be made by the parent for the student.

- Teachers can confiscate student property; this includes mobile phones that will be kept until a parent/carer collects the item.
- Discipline is administered with calm, not anger and works best when it is applied thoughtfully, consistently and a distinction is drawn between the poor behaviour and the individual – it is the action not the individual that we are criticizing.
- In the first instance a teacher should attempt to deal with poor behaviour. This is likely to begin with reminding a student if their behaviour falls below acceptable levels and be increased progressively if the student fails to respond.
- The Behaviour Flow Chart should be followed as a guide to appropriate actions/sanctions (See Appendix 1).
- Consideration should be given as to whether continuing disruptive behaviour may be the result of unmet educational or other needs. At this point, consideration should be given as to whether a multi-agency assessment is necessary or whether there are safeguarding concerns (see Safeguarding Policy).

### **On call**

Where a student fails to respond to repeated warnings and reminders to improve an aspect of behaviour which disrupts the learning of others, they can be removed from class. Please refer to the behaviour flowchart - see Appendix 1.

### **Knives and bladed items**

Possession of any bladed item on school premises will not be tolerated and is likely to lead to permanent exclusion.

### **Searching and Confiscation**

The school has a statutory obligation to manage the health and safety of staff, students and visitors and ensure that school discipline is maintained. Under this authority we reserve the right to search and screen students under the following circumstances and to confiscate items as described below

- Students will be treated courteously and afforded respect and a reasonable level of personal privacy during any search; personal items will only be searched in the presence of the student
- Searching should be carried out by a member of staff who is the same sex as the student. It is advisable to have another member of staff present to act as a witness during the search.
- Parents will not be informed prior to a search and parental consent will not be sought. There is no legal requirement to keep records of searches carried out
- Parents will be informed if search items result in school disciplinary action or police involvement

### **Searching with consent**

- We can search students for **any item** with consent from the student. Parental permission is not required
- We do not require written formal consent in advance of a student search; it is enough for a teacher to ask the student to turn out their pockets or empty their bag.

### **Searching without consent**

- If a member of staff has reasonable grounds to suspect that a pupil is in possession of a banned item, the pupil can be instructed to undergo a search without consent or parental permission.
- The Head teacher and any authorized staff have a statutory power to search pupils and their possessions with or without consent where they have reasonable grounds for suspecting that the pupil may have one of the banned items
- pupil refusing to co-operate with a search will be subject to disciplinary measures by the school
- The list of prohibited items;
  - Knives, bladed items, weapons
  - Alcohol
  - Illegal drugs / Legal highs
  - Stolen items
  - Tobacco or tobacco related items
  - Fireworks
  - Inappropriate images e.g. pornography, sexting
  - Any item that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or cause personal injury, or damage property
  - Violent or extremist images or related paraphernalia

### **Electronic devices**

- School staff may examine data files held on personal devices during a search if they believe they have good reason to do so
- In determining a good reason to examine or erase data or files, school staff must reasonably suspect that the data or file has been or could be used to harm, disrupt teaching or break school rules
- If the device is to be returned, relevant files may be deleted or retained by the school to support disciplinary action, or where appropriate passed to the police e.g. in relation to illegal activity.

### **Confiscation**

- School staff can seize any prohibited item found as a result of a search
- We can also seize any item found which is considered to be harmful or detrimental to school discipline; this includes deleting electronic images or passing illegal material onto the police
- Depending upon the nature of the confiscated item, it may be retained by the school or disposed of as a disciplinary measure where reasonable
- Confiscated weapons, knives or bladed items, items believed to be stolen and illegal drugs will be passed onto the police or disposed of by the school

### **Use of reasonable force**

- School staff have a legal right to use reasonable force to control or restrain
- Control means passive contact, such as standing between students or blocking a student's path, **or** actively leading a student by the arm away from a classroom or difficult situation
- Restraint means to hold back physically or to bring students under control; for example where two students are fighting or refusing to separate without physical intervention
- Reasonable force can be used to prevent students from hurting themselves, others, damaging property or causing disorder
- Force used will be proportionate and reasonable. School staff will always try to act in ways that will minimize chance of injury to the student but this may not always be possible
- Reasonable force may be used to enforce a search for knives, weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or any articles that have been or could be used to commit an offence or cause harm
- Force will never be used as a punishment and reasonable adjustments will be made for children with disabilities and special educational needs

- We do not require parental consent to use reasonable force

### **Allegations Against Staff**

If a student was found to have made a false accusation against any member of school staff, appropriate sanctions would be implemented and the student's parents would be contacted. The nature of the sanction imposed would depend on the severity of the accusation, but serious malicious accusations could result in exclusion.

### **Learning Support Unit (LSU)**

The school fully utilizes the on-site LSU. The LSU is used to replace fixed term exclusions. It is a pre-exclusion strategy. It is also used to support learning for pupils with specific issues in mainstream classes. When a pupil is referred to the LSU a parental interview is arranged and the referral form completed (See Appendix 2). The parent and pupil sign a LSU contract (See Appendix 3), upon completion of placement an end of placement notice is distributed to relevant staff (See Appendix 4).

### **Pupil Exclusions**

The school has in place extensive measures to support pupils and prevent exclusions. These include:

- Targeting pupils for Behaviour Support Assistant intervention
- Referring pupils to the Local Authority Behaviour Support specialist
- Use of placements in the school/authorities
- The school is part of the Local Authority Fair Access Protocol (FAP). This enables us to both refer and receive pupils at risk of exclusion via a Managed Move

### **Monitoring the impact of the Behaviour Policy**

The Sir John Cass Red Coat School will monitor the distribution of rewards and sanctions by groups e.g. gender, ethnicity, SEN in order to ensure that our behaviour policy is effective. We have a specific duty to monitor the impact of the operation of policies on students, parents/carers and staff for different groups, and we will evaluate the impact of this behaviour policy and act on the results of these evaluations.

All policies are formerly monitored and reviewed by the Governing Body in accordance with the published review timetable. This review will cover an evaluation of the effectiveness and impact of the policy. The operation of the policy will be subject to scrutiny at all times and the policy or procedures may be modified in the light of this scrutiny.

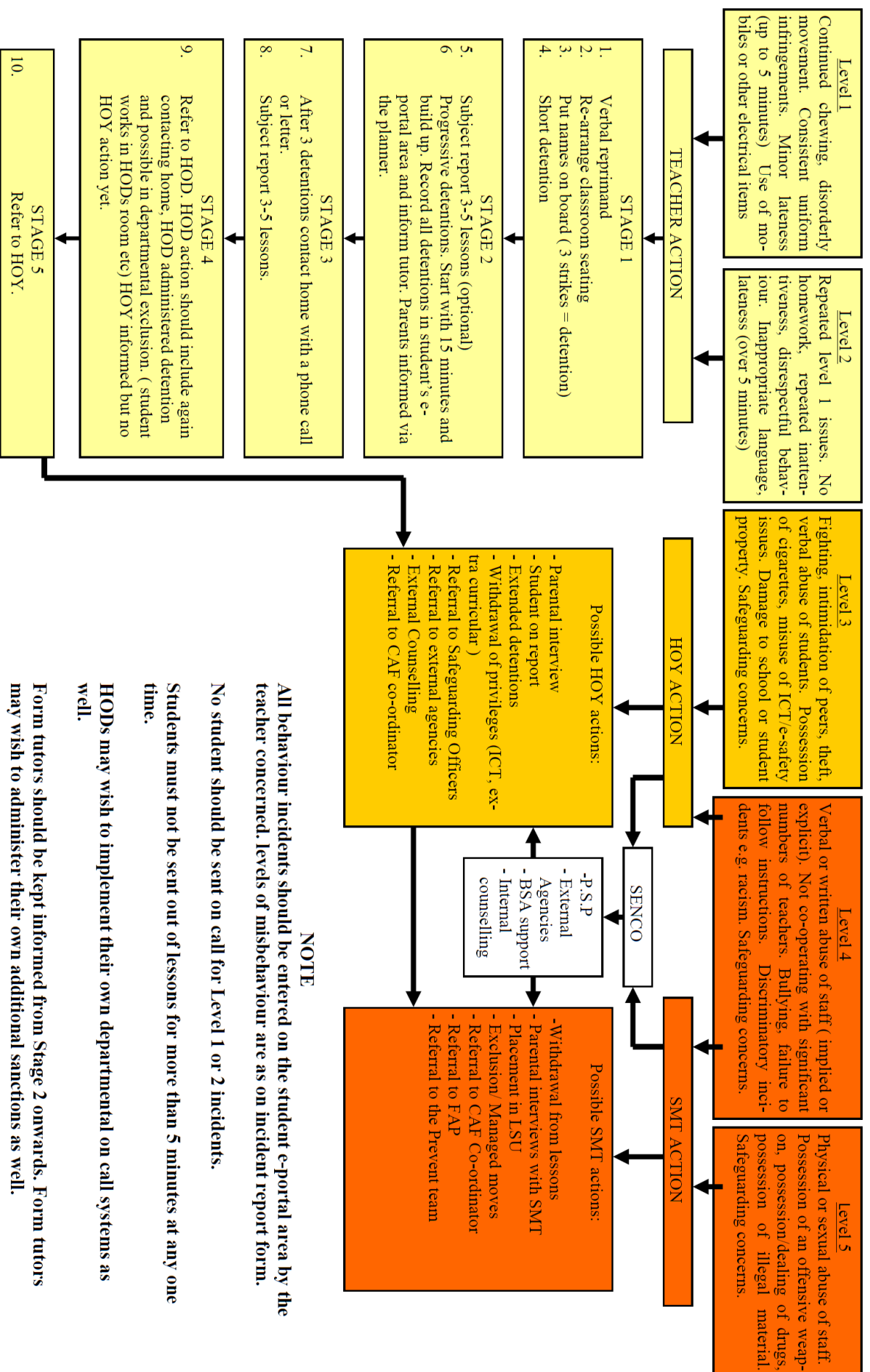
The evaluation of the effectiveness of the policy will be carried out using data collected on E-Portal. In addition, data relating to attendance, exclusion and punctuality will be analysed and communicated.

## **Additional Information**

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### **Appendix One – Behaviour Flow Chart**

# Behaviour policy flow chart





# LSU Referral Form

Name of Student: ..... Form: .....

Parents: .....

Address: .....

Telephone Nos: ..... .....

Head of Year: ..... Form Tutor: .....

**Matters giving cause for concern:**

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<b>Strategies used (✓ and date where possible)</b>	
Internal exclusion ( ) _____	Mentoring ( ) _____
Dept Reports ( ) _____	Parent Interview HOY ( ) _____
Head of Year Report ( ) _____	Parent Interview SMT ( ) _____
Letter Home ( ) _____	SEN Referral ( ) _____
Other intervention / agencies involved _____	

Date to start: \_\_\_\_\_ Date to Finish: \_\_\_\_\_

Time to start: \_\_\_\_\_ Time to finish: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

SMT Signature: \_\_\_\_\_ Date of referral: \_\_\_\_\_

**Copies to:**

Head of Key Stage		Masud	
Ken Wallace		SENCO	
HOY		Form Tutor	
Mary Knight			

## Appendix Three - LSU Contract

### Learning Support Unit (LSU) Student & Parent/Carer Contract

**Name of Student:** \_\_\_\_\_ **Form:** \_\_\_\_\_

On entry to the LSU I agree to the following:

- I will attend each day of the placement
- I will arrive at the agreed start time
- I will attend in full school uniform
- On my first day I will bring all of my books, my planner and writing equipment
- I will hand my mobile phone to a member of the LSU staff on arrival for safekeeping
- During the LSU placement I will not use an Ipad, MP3 player or any similar device. I will keep all items switched off and hand them over if requested
- I will treat the staff and the LSU students with respect. I will report any concerns to the staff and I will follow all rules/instructions in relation to my behaviour and work

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Name of Parent/Carer:** \_\_\_\_\_

On entry to the LSU of my child I agree to the following:

- I will ensure my child attends the LSU each day of the agreed placement and that they arrive on time
- If for any reason my child cannot attend I will contact the school on the morning of their absence
- If required I will attend, or arrange for a suitable member of the family to attend, a review or exit meeting with the LSU staff
- I will report any concerns I have regarding my child in the LSU to a member of the school staff

**Signature of Parent/Carer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix Four - LSU end of placement notice

**Sir John Cass Red Coat School LSU - End of Placement Notice**

Name of Student: ..... Form: .....

Head of Year: ..... Form Tutor: .....

Start date:                      Date of return to class:

Summary of placement:

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Areas of curriculum the student has completed work in:

Areas of the curriculum/placement where there are concerns:

Student targets for Re-integration:

Target 1	
Target 2	
Target 3	

Copies to:

Head of Key Stage		HOY	
Ken Wallace		SENCO	
Mary Knight		Form Tutor	
Iain Cameron			

Student on report to:

## Appendix Five - School Rules

### SCHOOL RULES

#### GENERAL:

Students must, at all times behave sensibly, courteously and with consideration for others, both in and out of school.

#### ATTENDANCE:

Students must be regular and punctual in attendance at school as follows:

8.40am - 1.15pm	Morning Session
1.55pm - 3.00pm	Afternoon Session

#### LATE:

Students arriving to registration after 8.40am or 1.45pm are deemed as late. Students arriving late in the morning **must** sign in at reception. When a student is late to school they will be put in the late detention for 1 hour and parents will be contacted.

#### UNIFORM:

All students must wear full and correct uniform. Each article of clothing should be clearly marked with the owner's name. Pupils in Key Stage 3 are permitted to wear a jumper under their blazer or a coat over their blazer. Students cannot wear a jumper or coat instead of their blazer. The school has a summer uniform that can be worn in the second half of the summer term.

#### MOVEMENT:

Students must move quietly about the corridors and staircases at all times, keeping to the right hand side. They may not run along corridors or staircases.

#### TOILETS:

Students should not spend longer than necessary in the toilets. It is forbidden for more than one person to be in a cubicle at any one time. Students should use the toilets at break and lunchtime, reducing lesson time use to a minimum. If a student has to leave a lesson to go to the toilet a note of this must be recorded in their planner.

#### BREAKS:

Students may not be in a form room during the morning or lunch break unless a member of staff is present and has requested them to be there. During morning break year 10 and 11 students may sit in the first and second floor dining halls. Only Year 12 and 13 students are allowed to leave the premises at break and lunch time. It is a requirement that all Year 12 and 13 swipe out and in of the school using the electronic system.

#### ABSENCE:

When a student has been ill a note must be brought in and handed to the form tutor. Alternatively parents/carers may call the school on the day of absence. A student leaving school to attend a medical appointment, or for any other reason, should ring home from reception before leaving the premises. If a child is marked absent the school uses the automated phone service provided by Truancy Call to notify parents.

**MEDICAL:**

In non-emergency cases students may only use the medical room if referred by Head of Year or a member of SMT.

**LOST PROPERTY:**

Lost property may be claimed from the main administration office at the end of the afternoon session. Property found must be handed to a member of staff. The school accepts no responsibility for the loss of any article. Money and other articles of value which have to be brought to school should be kept on the student or given to a teacher to look after.

**DAMAGE:**

All damage to school property must be reported at once to a member of staff. Willful damage may be charged to the student responsible.

**TRAVELLING:**

Students using public transport or moving about the streets should behave in such a way as to bring credit to the school. If a student behaves outside of school in a way that is likely to damage the reputation of Sir John Cass Red Coat school he/she will be subject to the school's disciplinary procedures.

**LITTER:**

Form rooms and playgrounds must be kept tidy at all times. All litter must be placed in the bins provided. Pupils caught dropping litter will be put in detention and may be required to complete school community service as part of the sanction.

**EXITS:**

No students may leave the premises during school hours without permission from the Head teacher, a senior member of staff or a Head of Year. No students are permitted to exit through the Walter Terrace exit of the school.

**SMOKING:**

Students and all adults are forbidden to smoke on or around the school premises. If a student is caught smoking on the school premises parents will be informed and the pupil will be required to be in the SMT detention for 10 days. This ruling also applies to Shisha pens.

**OFFENSIVE WEAPONS:**

No student may have a knife or offensive weapon in his or her possession. Nor may they possess or wear objects or materials likely to damage persons or property. A student found to be in possession of a knife is likely to be arrested by the Police and permanently excluded from this school.

**BICYCLES:**

Students who bring bicycles to school must provide and use safety locks. Bicycles may not be ridden on the school premises.

**CHEWING GUM:**

Students should not chew gum on school premises or at any time during school hours. If found to be chewing, students will be placed in the SMT detention.

**JEWELLERY:**

Students are not permitted to wear any jewellery other than a watch. This includes all earrings/studs.

**LIFTS:**

Only staff are allowed to use the school lift. On rare occasions a student may be authorised to use the lift for medical reasons. If this is the case the student will bring in a note from home/doctor and a lift pass will be issued via the Head teacher's PA.

**HOMEWORK:**

Homework should be completed and handed in on time.

**MOBILE PHONES, PERSONAL STEREO'S AND MP3 PLAYERS:**

These may not be used in school. They will be confiscated and kept securely for collection by parents or guardians. The school will not be responsible for investigating the theft of mobile phones, or other valuable items, that should not have been brought into school.

- Any student using a mobile phone in school will have it confiscated.
- Confiscated items will be kept in the school safe.
- Confiscated items will always be returned by a Head of Year or a senior member of staff to parents or legal guardians.

## Appendix Six –The Classroom Code

### Classroom Code

**Aim:** to ensure you and all others learn and achieve to the best of your and each other person's ability

**Principle:** show respect for all members of the school and behave responsibly at all times

#### Beginning the lesson:

1. Enter the room sensibly and punctually
2. Sit in your place quietly
3. Get your books, planner and writing equipment ready
4. Organize your coat and bag so they are out of the way
5. Listen to your teacher

#### During the lesson:

1. Write the title, date and "classwork" neatly
2. Follow your teachers' instructions
3. Contribute constructively to class discussions
4. Work quietly as instructed

#### Towards the end of the lesson:

1. Be prepared for a plenary session, which includes further teaching
2. Check that homework is written in your planner/diary
3. Listen for instructions about packing away
4. Leave the table and chair tidy and clean
5. Leave the room quietly only when the teacher tells you to

#### Outside the lesson:

1. Move around the school sensibly and calmly, and going straight to your next classroom or outside or to lunch walking on the right hand side
2. Line up quietly as required
3. Remember eating is only allowed in the dining rooms and playgrounds

## Appendix Seven – Home-School Agreement

### Home School Agreement

The Sir John Cass Red Coat School will aim to provide:

- A safe and secure learning environment for all;
- The highest standards of care and discipline to promote respect for all;
- A learning environment, including equipment, resources and facilities to promote confidence and independence in our student as learners;
- Academic guidance and assistance to students throughout their school career; regular reports, information and consultation about progress;
- A link to outside agencies when this is necessary.

### The Sir John Cass Red Coat School expects:

#### Students

- To work to the best of their ability;
- To complete all homework and coursework;
- To achieve regular and punctual attendance;
- To respect all members of the school community;
- To take responsibility for their own work and behaviour;
- To follow the school rules and codes of conduct; to be mindful of the reputation of the school at all times;
- To care for all buildings and environment.

#### Parent(s) and/or Guardian(s)

- To support the school and its ethos;
- To work in partnership with the staff,
- To inform the school promptly of any concerns;
- To respond to concerns raised by members of staff;
- To ensure regular and punctual attendance;
- To support the high standards of discipline, behaviour and security in the school;
- To acknowledge the part that good discipline, behaviour and security play in high attainment;
- To send their children to school in full uniform and properly equipped to work;
- To attend all parents' evenings.

#### To act professionally

- To teach to the best of their ability;
- To set homework;
- To undertake the regular marking and assessment of each pupil's work.

**Note:** Non-school uniform will be confiscated and returned after school at 4pm. Mobile phones must be switched off in school; otherwise they will be confiscated and returned only to parents/guardians by appointment. No jewellery (i.e. earrings) is permitted in school.

#### We undertake to play our part in fulfilling the school's expectations.

We also give permission for the school to use images of our child for school publicity and promotion.