

9a Behaviour Policy

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Ratified by	Headmistress
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9a BEHAVIOUR POLICY

INTRODUCTION

Cundall Manor School has an ethos that encourages and expects high standards of academic endeavour, courteous behaviour and participation in all aspects of school life. We aim to promote self-worth, confidence, good judgement and independence in our pupils. Children should care for others, embrace differences and uphold traditions of honour, integrity and courtesy.

This policy applies to the whole school, including the EYFS provision.

Cundall Manor School does not use corporal punishment.

Discipline for the whole school is the responsibility of all staff, under the direction of the Head, Deputies and Assistant Heads.

CODE OF CONDUCT

The Cundall Manor School community of Governors, staff, parents and pupils adhere to a system of positive discipline, established routines and code of conduct, including the school's rules and regulations.

Cundall Manor School sees education as a partnership between our pupils and the staff, parents and Governors. Our staff are committed to excellence; aiming to achieve a spirit of mutual trust and cooperation. We expect high standards of behaviour from all members of the school community (pupils, staff, parents and governors), both inside and outside of the classroom, as well as outside the school and in any written or electronic communication concerning the school (including the use of social media).

We expect pupils and staff to treat each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the school's Rules and Regulations and understand what is expected of them and why, as well as the consequences of poor behaviour. Where actions are not specifically covered by the Rules and Regulations pupils should exercise good judgement and staff should judge the pupils behaviour using sound professional judgement, in keeping with the school's ethos.

In accordance with the Equality act 2010 adjustments may be made where it is deemed reasonable, to the expected rewards and/or sanctions, in respect of pupils with disabilities or special educational needs who are operating as far as possible within the school ethos, rules and regulations.

Everyone has a right to feel secure and to be treated with respect at Cundall Manor School, particularly the vulnerable. Harassment and bullying will not be tolerated. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, sexual orientation or physical disability.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually in accordance with the timings of the school day. They should respect the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

INVOLVEMENT OF PARENTS AND GUARDIANS

Parents and Guardians who accept a place for their child at Cundall Manor School undertake to uphold the school's policies and regulations, including this policy when they sign the Parent Contract. They will support the school's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, the additional curriculum and homework/private study.

The reward and sanction process is clearly communicated to Parents and Guardians and communication home regarding positive and negative behaviour occurs at the appropriate moment as set out in appendix 1.

In cases of serious misconduct, parents will be involved with the imposition of appropriate sanctions as laid out in the parental contract.

We are always happy to consider suggestions from parents and hope that you find the school responsive and open-minded.

UNEXPLAINED ABSENCES

We expect parents or guardians to inform the school before hand of all known/planned absences and to telephone the school on the first day of an unexplained absence in order to make sure that your child has not suffered an accident. On their return to school the child in question should bring a parental note to explain the absence. Where absences remain unexplained the school will contact the parents or guardian in order to ensure the safety of the child.

Please note that it is the schools policy usually not to allow holiday to be taken during term time. Permission for any planned absences must be sought in writing through the Head.

INVOLVEMENT OF PUPILS

Our experience shows that the ethos of and respect for the school is enhanced by listening to our pupils and by encouraging constructive suggestions from them. To facilitate this, pupil committees exist at all levels of the school.

Where pupils are struggling to adhere to the Behaviour policy, every effort is made by the staff to support the pupil concerned. This support could involve:

- regular meetings with the Form Tutor to discuss progress, in conjunction with behaviour reporting systems to keep the tutor and parents fully informed

- buddying up with other pupils from the same year group or attachment to an older prefect to provide guidance
- the involvement of other staff/mentors to provide a “cool down zone” or “trusted friend”
- intervention and support from the Leadership team
- a change of arrangement for a pupil in terms of curriculum i.e. reducing subjects taken
- intervention and support from an outside agency in terms of counselling or support strategies eg. CAMHS, ASCOSS, Educational Psychologists, GP, Education Social Work service etc.

With regards to the Equality Act 2010, reasonable adjustments will be made for pupils with Special Educational Needs/Disabilities.

This behaviour policy applies to all pupils across the school and as a result pupils who are moving from one stage of the school to another should have little or no problems in terms of transition, in adapting to its implementation in the next stage of their school.

Pupils who are new to the school are made aware of the school Parental Contract, Behaviour policy and Rules and Regulations on entry to the school. They are briefed about the reward and sanctions by their Form Tutor in their first few days. They may also be “buddied” with experienced pupils in their first two weeks. These pupils then guide them in adapting to the procedures for rewards and sanctions.

INVOLVEMENT OF STAFF

All staff are expected to adhere to the principles and practices laid out in this policy, with regard to both rewards and sanctions.

Where a member of staff is struggling to do so, support can be requested and provided in a number of ways:

- Appropriate training will be sought to help to develop effective strategies
- An appropriate Leadership team member can be used to provide advice, strategies and model good practice
- A series of observations both of the member of staff concerned and of other “good practice” members of staff can be arranged
- The member of staff will be given time to employ new strategies after which a review will be conducted with a member of the SMT to assess progress and agree new targets if needed.

SCHOOL RULES AND REGULATIONS

Appendix 1, the Behaviour Pyramids and appendix 2, the School Rules and Regulations, set out the expected behaviour at Cundall Manor School and cover the rewards and sanctions system that we have in place. The school’s Rules and Regulations are designed to encourage positive behaviour and self-discipline. Our aim

is to focus on, reward and encourage good behaviour through the rewards system, which in turn reduces cases of misbehaviour and the need for the use of sanctions.

Examples of rewards for good behaviour or work are:

- Positive encouragement and praise
- Positive comments made to parents
- House points
- Show-Ups
- House Points Rewards Scheme
- Pupil work being displayed
- Colours and Half Colours
- Prizes

Sanctions help us to set boundaries and to manage challenging behaviour. The Head and all staff undertake to apply any sanctions fairly, and, where appropriate, after due investigative actions have taken place. Sanctions may undergo reasonable change from time to time; but will not involve any form of unlawful or degrading activity. Parents and Guardians undertake when signing the Parent Contract to support the authority of the Head in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole.

Examples of sanctions include:

- A verbal reprimand or reminder of the expected behaviour
- A verbal reminder of the consequences of continuing the behaviour
- A formal talk with a teacher
- Confiscation of property that is being used inappropriately or without consideration
- The pupil writing a formal apology
- Restorative discussion with a staff member
- The issuing of a behaviour report
- Deputy Head detention after school
- Withdrawal of privileges
- A parental meeting with a member of staff
- Suspension for a specified period, removal or expulsion.

The sanctions applied will be appropriate to the misbehaviour in question. This will be in accordance with the professional judgement of the staff involved, according to the Hierarchy of Discipline, and the accepted norms of the school, established by on-going staff training and exercise of the Behaviour Policy.

HEIRARCHY OF DISCIPLINE

The Hierarchy of Discipline follows the school's Pastoral Management Structure which is laid out as follows:

- Class teacher
- Form Tutor
- Assistant Head

- Deputy Head
- Head

Appendix 1 sets out the expected behaviours for Cundall Manor School and possible behaviour that may result in rewards or discipline. This is not an exhaustive list but is a guide to who may deal with certain behaviours.

Incidences of, for example, serious bullying, violence, stealing and insolence directed towards a member of staff, including malicious accusations against staff, may be referred directly to the Head with associated documentation. Sanctions at this stage of the process are likely to be a Deputy Head's detention or a short internal or external suspension from school.

Any behaviours flagged in this policy which are likely to result in a sanction of suspension or permanent exclusion, should be referred directly to the Head, with the appropriate documentation. The Head, along with the relevant Deputy will then fully investigate the incident. The pupil concerned will be entitled to an additional adult in any investigative meeting to bear witness, usually the Assistant Head. The parents will also be involved in any subsequent behaviour meetings. A formal letter will be sent to the parents outlining the outcomes of the meeting. This will then be filed in the pupil's central file.

In the absence of the Head, these responsibilities will be delegated to the appropriate Deputy.

Where all other options have been explored and/or a serious behaviour has occurred a pupil may be suspended following a full investigation. Generally a pupil would receive a short suspension (2 or 3 days). If behaviours persist, a long suspension may follow (a working week). If this does not resolve breaches of behaviour the next course of action would be exclusion from the school.

The school's policy on Exclusions is set out in the Parental Contract and clearly details the procedure for appeal of any decision to exclude a pupil permanently from the school.

All parents' and pupils' should be aware of the more serious sanctions, including suspension and exclusion that the Head can impose for serious breaches of the rules and regulations, including criminal behaviour. Examples of serious breaches of the rules and regulations include:

- Drug abuse
- Alcohol and tobacco abuse
- Theft
- Bullying
- Physical assault/ threatening behaviour
- Corruption
- Fighting
- Sexual harassment
- Racist or sexist abuse
- Sexual misconduct
- Damage to property
- Persistent disruptive behaviour

- Bringing dangerous objects into school
- Actions that bring the school's name and reputation into disrepute
- Pupils making malicious accusations against staff

The Head keeps a record of any serious behavioural infringements in a Behaviour Log, which is kept securely in the Deputy Head's office.

PHYSICAL RESTRAINT

Like all schools, we reserve the right for our staff to use *reasonable force* to control or restrain a pupil in specific circumstances. The Education and Inspections Act 2006 enables school staff to use "such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do" any of the following:

- *Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil)*
- *Causing personal injury to any person (including the pupil themselves)*
- *Causing damage to the property of any person (including the pupil themselves)*
- *Prejudicing the maintenance of good order and discipline at the school, and among any pupils receiving education at the school, whether during a teaching session or otherwise*
- The Act also defines to whom the power applies as follows:
 - *Any teacher who works at the school*
 - *Any other person whom the head teacher has authorised to have control or charge of pupils*
- Staff are advised to use their voices first, to use the minimum force necessary to restrain a child for the shortest possible period of time.

Every member of staff will inform one of the Head immediately after he/she has needed to restrain a pupil physically and will log the incident for inclusion in the pupil's file using an Incident Report. We will always inform a parent when it has been necessary to use physical restraint, and invite them to the school, so that we can, if necessary, agree a procedure for managing that individual pupil's behaviour. In the case of the EYFS this recording and the subsequent reporting of the need for restraint to the parents, will always occur within 24 hours of the incident in question.

TEACHING AND LEARNING

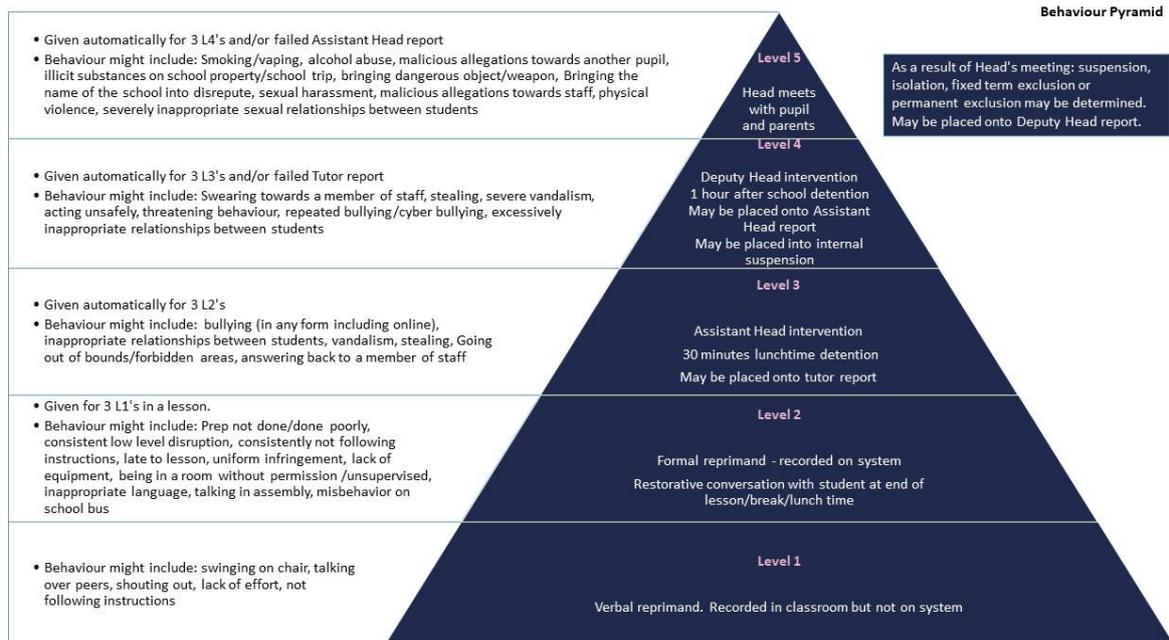
Cundall Manor School aims to raise the aspirations of all its pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in accordance with this policy. Our teaching staff offer every child a high level of individual attention (which can include differentiated work and use of support staff), together with consistent and helpful advice. In return, we expect every pupil to cooperate and to work hard.

COMPLAINTS

We hope that you will not feel the need to complain about the operation of our behaviour policy, and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the school's Complaints procedures are available on request. We undertake to investigate all complaints and to notify you of the outcome of investigation within 28 days. We maintain records of complaints for three years after your child has left our school.

Reviewed September 2020

Appendix 1 Reward and Behaviour Pyramids



Appendix 2 School Rules and Regulations



2019 Cundall
Manor School Rules