



# **BEHAVIOUR MANAGEMENT POLICY – STATEMENT FOR PARENTS, STAFF AND STUDENTS**

**Reviewer: Mr C P Hunt**

**Reviewed: November 2018**

**RATIFIED BY THE CURRICULUM AND STANDARDS  
COMMITTEE ON:**

**SIGNED:**

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**DATE:**

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# Culcheth High School

## POLICY STATEMENT

### BEHAVIOUR MANAGEMENT

#### PURPOSE

Our school's purpose is to inspire students to achieve and guide them to be confident, articulate and skilled citizens to enable them to thrive in a diverse British and global community.

#### **Our School's Values:**

We want everyone to work in a caring school where everyone is valued and everyone values relationships. Our emotionally intelligent school community will celebrate individual differences and people will understand how their actions will impact upon, and be perceived by, those they affect.

We expect all members of our school community to be the best they can be and help others to be the best that they can be by valuing our school values which are **Respect, Honesty and Excellence**.

The maintenance of strong, fair and clear disciplinary procedures for all students in the school is fundamental to the school community achieving its purpose and embodying the school's values.

This statement refers to the principles and values of the school and is general guidance to staff, parents and students in the school on the ethos agreed by the governing body on behaviour management.

This Policy Statement is supported by full and detailed Culcheth High School procedures on Behaviour Management practice and procedures available to all staff. These are available in the Staff Handbook, Teacher Planner and on the school intranet. Annual CPD for staff re-affirms the school's approach to behaviour management. This statement is always available on the school website and will be sign posted to parents annually via the school newsletter. Students are regularly reminded of the school's behaviour management systems and details can be found in the Student Planner.

The purpose of the behaviour and discipline policy is to fulfil the governors' duty of care to students and employees; promote teaching and learning and high standards of attainment; preserve the reputation of the school and ensure the well-being and safety of all students and staff.

#### OUR AIMS ARE:

- To maintain the safety and welfare of students as our highest priority.
- To ensure an effective climate for teaching and learning exists.
- To ensure a sympathetic, inclusive, social environment exists and individuals treat each other with mutual respect.
- To guide all students and develop a sense of right and wrong.
- To ensure that lapses from expected behaviour and standards are dealt with accordingly.

Behaviour will be regulated fairly and in accordance with other school policies as the governors expect any policy or actions to be.

## **GUIDELINES**

At Culcheth High School we will:

- recognise and reward good behaviour, self-discipline, respect, regular attendance, punctuality, high standards of work and effort;
- encourage students to be involved by providing a forum where their views and concerns can be expressed and acted upon where appropriate;
- provide a system of recording and reporting to parents which places emphasis upon positive contributions to school and community life;
- make the agreed Code of Conduct known to students, parents and staff;
- punish unacceptable behaviour fairly and consistently in line with school disciplinary procedures to ensure that all students can complete assigned work and be safe in school;
- work to prevent bullying and all forms of prejudice;
- provide training for staff to guide them on classroom and behaviour management.

## **SCHOOL RULES**

- Remember that you represent yourself and the school at all times before, during and after school. Be polite and show respect to everyone.
- Come fully prepared for your lessons, ready to learn and follow instructions from staff first time, every time.
- Wear your school uniform with pride at all times.
- This is your school; look after it. Look after property and put litter in bins.
- Eat and drink in the right places at the right time.
- Walk around the school sensibly and quietly. (Always keep to the left.)

## **CLASSROOM BEHAVIOUR**

All students are expected to:

- Arrive on time, line up quietly in correct uniform ready to learn in each lesson. Follow instructions from staff first time, every time.
- Have their student planner and lesson equipment on their desk throughout the lesson.
- Show respect by listening carefully when the teacher or another person is talking and stand when a member of staff enters the room.
- Put up their hand and wait for permission to speak.
- Always try their best without disturbing others. Ensure their mobile technology is switched off and out of sight.
- Stand in silence, behind their chairs at the beginning and end of each lesson.

## **BEHAVIOUR AND SANCTIONS**

Good behaviour at Culcheth High School is central to the community and our aim is to ensure the rights and responsibilities of those using it are protected and upheld and that the school buildings are well cared for by all users. It is recognised that the application of rewards and sanctions must have regard to the individual situation and the individual student and the head teacher is expected to use his discretion in deciding appropriate sanctions. The purpose of sanctions is to demonstrate that misbehaviour is not acceptable and to deter other students from similar behaviour. All punishments undertaken will be reasonable and proportionate. These will be fair responses that may vary according to the age of the students, and any other special circumstances that affect the student. Students' behaviour is recorded and monitored electronically using the school's electronic reporting system to maintain an overview of behaviour in school.

Disciplinary decisions taken by the Senior Leadership Team are non-negotiable. Disciplinary measures may include, but not exclusively include:

- A verbal reprimand
- Extra work or repeating unsatisfactory work until it meets the required standard
- The setting of written tasks as punishments, such as writing lines or an essay
- Loss of privileges – for instance the loss of a prized responsibility or not being able to participate in a non-uniform day
- Missing break time
- Detention including during lunch-time, after school and at weekends
- School based community service or imposition of a task – such as picking up litter or weeding school grounds, tidying a classroom, helping clear up the dining hall after meal times or removing graffiti
- Regular reporting including early morning reporting, scheduled uniform and other behaviour checks, or being placed “on report” for behaviour monitoring
- In school isolation in the BIC
- Off-site education placement at other high schools and/or alternative educational placements
- In more extreme cases, fixed-term or permanent exclusion

## **DETENTIONS**

A key element of sanctions will be detentions. Detentions may be given for breaches of school discipline e.g. misbehaviour in the classroom or failure to complete or hand in homework. Detentions may be given at break time, lunchtime or after school. Parents should note that:

- teachers have a legal power to put students in detention
- In most cases, at least 24 hours' notice will be given in writing, email or phone call to inform a parent/carer of a detention that takes place outside of school hours (this includes staff training days or weekends)
- This is notification of the detention not seeking permission for the student to attend the detention
- no notice is required for a detention that takes place at break time or lunchtime
- at lunchtime detentions a student will be allowed a reasonable time to eat, drink and use the toilet.

## **BEHAVIOUR INCLUSION CENTRE & ALTERNATIVE SCHOOL PLACEMENTS**

Culcheth High School is an inclusive establishment and we work hard to avoid exclusion from school wherever possible. The school has developed a range of sanctions to address instances of poor behaviour and successfully uses the 'Behaviour Inclusion Centre' for this purpose. This centre is managed by a designated member of staff and addresses persistent, disruptive behaviour without the need to exclude from school in many instances. The Senior Leader responsible for pastoral work and the Inclusion Manager oversee the BIC.

Culcheth High School also works in partnership with other Warrington secondary schools and may place Culcheth High School students at other schools' Behaviour Centres and other schools may use our Behaviour Inclusion Centre to accommodate students from other schools in another attempt to avoid exclusions but reinforce the seriousness of the behaviour/conduct that has warranted an isolation placement at another school.

Serious misbehaviour, however, will warrant exclusion or a fixed-term isolation period at another school in Warrington. This could include, for example, fighting, deliberate damage, dangerous conduct, disruption to lessons or offensive language to staff.

## **MONITORING STUDENTS, FIXED TERM & PERMANENT EXCLUSIONS**

Students who exhibit persistent behaviour concerns within school may be monitored over periods of time with a school report card and/or SIMS Behaviour registers. Intervention will be put in place progressively and appropriately for each individual depending on the student's needs.

Students who exhibit persistent disruptive behaviour and who, after consultation with parents/carers appear to be unable to control this behaviour, may be referred to other agencies or appropriate, suitable health practitioners for further support and guidance.

Offences of a serious nature e.g. assault on a student or member of staff, extortion or repeated incidents of disruption or defiance could result in permanent exclusion. Parents have a right to appeal against a permanent exclusion.

Students found dealing illegal substances, possession of, or consuming illegal or illicit substances on site or in the vicinity of the school site will be permanently excluded. Please refer to the school's Drugs Misuse Policy on the school website.

Legislation states that it is a parent's duty to supervise excluded children for the first five days of their exclusion and thereafter it is the responsibility of the education authority and the individual school.

In addition to misbehaviour that takes place on school premises a student may be disciplined for any acts of misbehaviour that:

- takes place on any school-organised activity
- travelling to and from school
- when wearing school uniform or when identifiable as a school student.

Or misbehaviour:

- that may have repercussions for the orderly running of the school
- that poses a threat to another student or member of the public
- that could adversely affect the reputation of the school

## **CONFISCATIONS OF INAPPROPRIATE ITEMS**

Members of staff are allowed by law to confiscate or retain a student's property as part of a disciplinary action (such as mobile phones, MP3 players, non-compliant items of uniform etc.) Any banned items may be confiscated. Property will be retained and returned after an appropriate period of time (usually one day).

## **POWER TO SEARCH**

Members of staff have the power to search without consent for anything that maybe used to cause an offence, harm to a student or damage to property where they have reasonable grounds for suspicion. This could include weapons, knives, alcohol, illegal drugs, stolen and other prohibited items. The discovery of any of the above items will result in disciplinary action. Information on mobile phones can also be searched and data erased if there is good reason to do so.

In some circumstances other agencies may well be called into school. For example, it is now obligatory to provide the police with any evidence of a criminal act discovered in the course of a search under the violent crime reduction act. This might include drugs and cyber bullying.

Parents will be informed if their child has been searched, if any of the above items are found on their child and also of the sanction applied.

Weapon, knives and illegal substances will be handed to the police.

## **#WeAreCHS and REWARDS**

Recognition of achievement and effort is fundamental to student performance. At Culcheth High School we will use a range of rewards to support and encourage students in their work, attendance and extra-curricular activities. Every three weeks a #WeAreCHS prize draw will take place to reward those students upholding our shared school values.

## **PASTORAL CARE FOR SCHOOL STAFF**

The school will not automatically suspend a member of staff who has been accused of misconduct. The governing body instruct the headteacher to draw on advice in the 'Dealing with Allegations of Abuse against Teachers and other staff' guidance when setting out the support staff will receive if they are accused of misusing their powers. Any student who is found guilty of making malicious accusations against school staff will be sanctioned accordingly. Legal advice will be taken by the school, on behalf of the staff, to ascertain if any appropriate legal action can be taken against the perpetrator. Where there is a clear case that action can be taken the school will pursue this action.

## **PARENTAL RESPONSIBILITIES**

Parents/ carers have a clear role to play in ensuring their child is well behaved at school.

At Culcheth High School we ask all parents to sign a home-school agreement that outlines the responsibilities of the parents and school, including those around behaviour and attendance. Parents have a legal duty to ensure that their child (aged 5 – 16) receives a suitable education at school or by making other arrangements.

## **POWER TO SANCTION STUDENTS' CONDUCT OUTSIDE THE SCHOOL GATES**

Members of staff have the power to discipline students for misbehaving outside of the school premises "to such an extent as is reasonable".

Culcheth High School will consider a range of sanctions for students based on the 'Behaviour Management practice and procedures for staff' in response to non-criminal bad behaviour and bullying which occurs off the school premises and which is witnessed by a staff member or reported to the school.

Examples of when teachers may discipline students for misbehaviour when the student is out of school are (but not an exhaustive list):

- Taking part in any school-organised or school-related activity
- Travelling to or from school
- Wearing school uniform
- In some other way identifiable as a student at the school.
- Misbehaviour at any time, whether or not the conditions above apply, that could have repercussions for the orderly running of the school
- Poses a threat to another student or member of the public or could adversely affect the reputation of the school.

In all cases of misbehaviour, staff will only discipline the student on school premises or elsewhere when the student is under the lawful control of the staff member.

## **POWER TO USE REASONABLE FORCE**

All members of staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, damaging property and maintaining good order and discipline.

Authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

Any such instances will be taken with regard to statutory guidance. Parents/carers will be informed when reasonable force is used.

## **BULLYING**

Bullying is unacceptable and all incidents are treated seriously. Please refer to the school Bullying Policy for further information. Students found to be bullying will be dealt with appropriately.

## **LEGISLATIVE BASIS**

This policy is underpinned by:

- School Standards and Framework Act, 1998
- Education and Inspections Act, 2006
- Education Act, 2002
- Equality Act, 2010
- Guidance from DoE, Behaviour and Discipline in Schools – Advice for Headteachers and school staff, January 2016.
- Guidance from DoE, Behaviour and Discipline in Schools – Guidance for Governors September 2015

## **OTHER RELATED SCHOOL POLICIES**

Anti-Bullying Policy  
Drugs Misuse Policy  
Child Protection Policy  
Safeguarding Policy  
Attendance Policy

## **COMPLAINTS**

All complaints are dealt with under the school Complaints Policy and this is available from the school on request or the website.

## **REVIEW**

This policy will be revised by the Governing Body regularly.