

# KIRKBURTON MIDDLE SCHOOL

## Behaviour Policy



<b>Date approved</b>	December 2019
<b>Signed</b>	
<b>Date of next review</b>	Autumn 2020

# Kirkburton Middle School Behaviour Policy

<b>Contents</b>	<b>Page</b>
Legislative Compliance	2
Principles	2
Aims	2
Further Reference / Linked Policies	2
Roles and Responsibilities	3
Attendance and Punctuality	4
Our Rules	5
Mobile Phones and Electronic Devices	6
Bullying	7
Possession of Harmful Materials	7
Rewards	7
Sanctions	8
Reasonable Force	9
Inclusion	10
SEND	10
Malicious Allegations	10

# KIRKBURTON MIDDLE SCHOOL 'BEHAVIOUR POLICY

## Legislative Compliance

The school's Behaviour Policy complies with the Department for Education (DfE) 'Behaviour and discipline in schools' document. It has been written as guidance for staff, parents or carers and children with reference to the following:

- Searching, screening and confiscation at school
- The Equality Act 2010
- Use of reasonable force in schools
- Supporting students with medical conditions at school
- Special Educational Needs and Disability (SEND) code of practice
- Education (Independent School Standards) Regulations 2014

## Principles

This policy supports Kirkburton Middle School's shared aims and mission statement. We aim to provide high quality teaching, learning and pastoral care within a welcoming, vibrant and safe environment where all children are given a wide range of opportunities to achieve their full potential. We want our children to become confident, independent and successful individuals who have all the skills necessary to equip them for the future.

We seek to create a community that recognises the need to have rules which are fair and just, where there is mutual respect between all members of the school community and a proper concern for all aspects of the environment. We believe that all members of our community should take responsibility for their own behaviour, modelling self-discipline, self-determination, tolerance and care. We therefore have created a policy that enables parents and carers to work constructively with the school, and to support us in embedding the values and qualities we expect in our students.

## Aims

The School Behaviour Policy aims to:

- Ensure a consistent approach to behaviour management
- Outline how pupils are expected to behave
- Define what we consider to be unacceptable behaviour, including bullying
- Outline our system of rewards and sanctions
- Summarise the roles and responsibilities of different people in the school community in relation to behaviour management

## Further Reference / Linked Policies

This policy should be read in conjunction with the following:

- KMS Accessibility Plan
- KMS Admissions Policy
- KMS Anti Bullying Policy
- KMS Bus Policy

- KMS Child Protection Policy
- KMS Equality Policy & Equalities Statement
- KMS Home-School Agreement
- KMS Medical Needs Policy
- KMS Mission Statement
- KMS Online Safety Policy
- KMS Positive Handling Policy
- KMS Special Educational Needs Policy and Local Offer
- KMS Mobile Phones Policy
- Shelley Pyramid of Schools Attendance Policy
- The Mast Academy Complaints Policy and Procedures

## **Roles and Responsibilities**

### **The Governing Body**

The governing body is responsible for monitoring this behaviour policy's effectiveness and holding the Headteacher to account for its implementation.

### **The Headteacher**

This Policy will be reviewed by the Headteacher and the governing body at least every three years. At each review, the Behaviour Policy will be approved by the Headteacher. The Headteacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

### **School staff**

We expect that all **staff** will:

- Uphold and model the values embodied in the Kirkburton Middle School Mission Statement at all times
- Abide by Kirkburton Middle School's Home-School Agreement
- Be respectful, kind and polite
- Uphold the behaviour policy and challenge any unacceptable behaviour
- Use positive language to reinforce expectations with children
- Be punctual and prioritise safeguarding duties

### **Pupils**

We expect that all **pupils** will:

- Uphold and model the values embodied in the Kirkburton Middle School Mission Statement at all times
- Abide by Kirkburton Middle School's Home-School Agreement
- Be respectful, kind and polite
- Present their planner when asked to
- Work to the best of their ability and take pride in the presentation of their efforts
- Complete all homework by the deadline set

- Respect the learning environment and take responsibility for maintaining teaching and social spaces
- Move calmly and quietly around the school building

### **Parents and Carers of Children at KMS**

We expect that **parents and carers** will:

- Abide by Kirkburton Middle School's Home-School Agreement
- Support their child in being ready to learn for the day
- Promote positive, constructive relationships with school staff
- Accept and actively support the school's behaviour policy
- Support school staff in maintaining a safe, positive and respectful learning environment

### **Members of the School Community**

We expect **all members of the school community** to:

- Take responsibility for their own behaviour and actions
- Respect the rights of others and celebrate diversity
- Treat all within the school and those who contribute to the community with respect
- Work together positively to resolve issues without conflict or confrontation
- Show care and consideration for others and their property
- Respect and comply with the laws of the United Kingdom in relation to weapons, alcohol, drugs, dangerous acts, vandalism, violence, verbal abuse, freedom of speech and online safety

### **Attendance and Punctuality**

We aim to promote a culture where excellent attendance and punctuality are valued as essential positive behaviours for life. We adhere to the Shelley Pyramid of Schools Attendance policy (available via our school website).

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Ensuring every child's regular attendance at school is their parent / carers' responsibility and permitting absence from school without good reason creates an offence in law and may result in prosecution.

To support parents and carers we:

- Monitor whole school attendance continuously
- Report to parent/carers at least termly on their child's attendance
- Celebrate good or improving attendance
- Provide support and challenge where attendance is deteriorating or poor
- Support pupils in developing excellent punctuality, including via the use of rewards and sanctions

## Our Rules

### Rules for Travelling to and from School

We expect all pupils to act as ambassadors for the school whilst on their way to and from school. We have a very clear set of rules for travelling on the school bus or public bus service that all pupils must uphold. Further detail can be found in the Bus Policy on our school website. To support with behaviour on the buses, and as an additional leadership development opportunity, a number of our Year 8 pupils act as bus monitors.

### Rules for Pupils Arriving to School

Pupils are allowed into school for breakfast club in the Small Hall between 8:15am and 8:45am. Food and drinks should not be taken outside. In case of inclement weather, pupils are allowed into the large Hall.

### Rules for Behaviour and Expectations Around School

We expect pupils to act sensibly and remain considerate of others at all times around school. They must:

- follow staff instructions
- walk, not run in and around the building, keeping to the left inside
- move around quietly
- never operate or interfere with equipment of any sort without the supervision or permission of a member of staff
- complete class and homework tasks to the best of their ability and within set deadlines
- bring a water bottle, use it responsibly and eat a sensible and well-balanced meal at lunchtime
- never enter a classroom without a teacher present or without the express consent of a teacher

Eating is not allowed in classrooms or on the all-weather pitch. Sweets are not allowed in school.

### Rules for Uniform

We have very high expectations of the standard of uniform at Kirkburton Middle School as we believe it supports positive behaviour, creates a sense of school community and equality and promotes effective teaching, learning and safeguarding. Pupils must wear the correct uniform **every day**. The uniform comprises:

- white polo shirt with school logo
- black tailored skirt, trousers or shorts
- black sweatshirt with school logo
- plain, sensible black school shoes (no trainers or boots)
- black socks or black opaque tights
- coat (no hoodies, cardigans or alternative jumpers)

- an easily, and safely carried backpack (no handbags or `man-bags`)
- make-up and nail enhancements are **not** allowed
- the only permitted jewellery is one pair of silver or gold ear studs and a simple watch
- More extreme fashion statements, including certain hairstyles, unnatural hair colours (e.g. bright red, blue or green) are not acceptable for school.

Further guidance regarding school uniform expectations including our PE kit can be accessed from the school website or prospectus or from a copy of the student planner.

**NB** If a student lacks an element of the correct uniform, they must bring a note from home, explaining the reason why and when they expect the correct uniform to be corrected. **Whenever possible students will be provided with spare items of uniform**, which will be returned at the end of the school day. These **must** then be worn.

### **Rules for Break and Lunchtime Behaviour**

- Teachers will dismiss their class in an orderly manner
- Pupils will quickly return their equipment to their form room and go to their designated area
- At break, the Burton Bistro will serve until 11:15am. A rota will be published and food and drink should be taken into the Small Playground
- At lunchtime, pupils must collect coats before going outside as they will not be allowed back into the building except to access the dining Hall and Y6 toilet area
- Pupils only play on the 'hard play areas' or All Weather Pitch areas, and the fields when allowed by staff
- The wooded bank area above the all-weather pitch and quarry area below the fields are out of bounds
- Pupils are expected to play safely and be considerate of others at all times. We have a simple rule that pupils are expected to keep their hands and their feet to themselves at all times

### **Rules for Wet Breaks / Lunchtimes**

- Pupils stay in their own classroom (or the one to which they have been directed)
- Pupils follow instructions given by the Lunchtime Supervisors/Duty Staff
- Pupils behave calmly and considerately in the classrooms at all times, respecting how others wish to spend their time
- Pupils are expected to sit on a chair
- Pupils keep away from electrical items, storage areas and teachers' desks
- Pupils may use games and books, talk, do homework or complete classwork
- Pupils should tidy the room, putting everything away before leaving

### **Mobile Phones and Electronic Devices**

We are committed to providing a caring, friendly and safe environment for all of our pupils and believe that modern technology in the form of mobile phones, when used appropriately offers young people and their parents/carers peace of mind, particularly when travelling to and from school. We are also clear that when phones are used inappropriately, they distract from the core school business of learning, and at worst can be used as a tool for bullying. Therefore, we do allow

our pupils to bring their mobile phone to school, but insist that they are switched off on entering school grounds and not used anywhere inside the school boundary. Pupils are not permitted to bring electronic devices, including smart watches and fitness trackers into school without prior authorisation from a senior member of staff.

All mobile phones must be handed in to form tutors during morning registration and will be kept safe by the school until the end of the day. Pupils arriving late must hand their phone to the school office.

If a pupil does not hand in their mobile phone or is found to be using a phone or other electronic device on school premises, the item will be confiscated, parents / carers contacted and further sanctions may be put in place (please refer to our Electronic Devices policy for further details).

***NB: the school will not accept responsibility for any mobile phones not handed in.***

## **Bullying**

Our curriculum promotes mutual understanding and inclusion by:

- Raising awareness about all types of bullying, raising the profile of Anti-Bullying Week every November as a whole-school initiative and implementing our Anti-Bullying Policy
- Increasing understanding for victims and helping to build an anti-bullying ethos with 'no bystanders'
- Teaching students how to manage constructively their relationships with others
- Educating students in how to use their online presence safely and constructively, as well as the potential dangers of using social media in a way that is unsafe or intolerant.

## **Possession of Harmful Materials**

Possession or use of any materials that could reasonably cause harm to self or others, including substances such as tobacco, illegal drugs, solvents and alcohol, vapes and e-cigarettes will be treated extremely seriously. School will:

- remove the item from the pupil's possession and give it to the Headteacher (or Designated Safeguarding Lead in the Headteacher's absence)
- isolate the pupil until their parents / carers can come into school
- contact the police and / or other external agencies as appropriate

School staff can seize any prohibited item found as a result of a search, which would be carried out in accordance with the DfE's 'Searching, screening and confiscation' advice . They can also seize any item, they consider harmful or detrimental to school discipline. Possession of harmful materials is seen as a very serious breach of the school behaviour policy. The school will consider all forms of sanctions, up to and including permanent exclusion, when dealing with such incidents.

## **Rewards**

We recognise the power of celebration and rewards in promoting positive behaviour and reducing poor behaviour. We aim to recognise our pupils for a wide range of academic and non-academic achievements. Rewards include (but are not limited to):

- Informal and formal verbal praise at every opportunity



- Positive written comments on pupils' work
- Positive feedback via reports to parents / carers
- Positive points building towards 'Burtons', to be exchanged for treats in school
- Certificates
- Postcards, commendation letters / emails or phone calls home to parents / carers
- Celebration assemblies (including recognition of consistent positivity and improving attitudes)
- Awards ceremonies
- Individual and group prizes, rewards activities both in and out of school and trips

## **Sanctions**

Despite our emphasis on the positive, we acknowledge that a small number of our pupils occasionally make poor behaviour choices. We encourage our staff to work restoratively with the young people in our care. However, we are clear that consequences like rewards promote positive behaviour, whilst also acting as a deterrent to poor behaviour. Our sanctions are graded in severity and are fairly and consistently applied.

A direct consequence of poor behaviour may be:

- Removal from class (see specific guidance below)
- Confiscation of items and materials
- Carrying out a useful task in school (Community Service)
- Withdrawal of break and / or lunchtime privileges
- Parental contact
- Placing a pupil on report
- Lunchtime or after school detention (see specific guidance below)
- Banning a pupil from travelling on the school bus
- Withdrawing participation from school trips and sports events that are not an essential part of the curriculum
- Removal from a particular lesson or peer group
- Internal exclusion (Inclusion)
- Exclusion - fixed term or permanent

### **Specific guidance on use of sanctions:**

#### **Removal from Class**

This sanction is issued for persistent and / or seriously disruptive behaviour within a lesson. Pupils will usually be given three warnings but if the behaviour escalates rapidly this may not be the case. Pupils removed from class are monitored whilst working away from their class and, should their behaviour improve, their teacher may choose to reintegrate them into the lesson. Extended and/or regular removal from lessons should not be the norm. Where this occurs, or where agreement about behaviour cannot be established, the matter will be referred to the Pupil Achievement Leader for further intervention.

Typically a student can expect to be given a verbal warning for behaviour which isn't conducive to learning taking place. After this initial verbal warning, students will be dealt with in a staged manner

whereby a further sanction, resulting in -1 on class charts is given. If the poor behaviour continues then a -2 can be given. After this stage, the teacher has the option of removing the student to another classroom, resulting in a -3 and if the behaviour fails to improve even then, a -5 and removal to inclusion is given. Teachers have the right to escalate sanctions appropriately based on professional judgment. These sanctions will be recorded on class charts, with parents/carers being informed by the class teacher involved (for a -3 and removal) and by the Head of Year for removal to inclusion. Persistent poor behaviour will result in the pastoral lead contacting parents to work on the best way forward.

### **After-school Detention**

Detentions may be issued for repeated refusal to work, lack of co-operation in the classroom, three missed homework deadlines in a single half term, inappropriate behaviour on the bus, inappropriate and aggressive behaviour within school or other behaviours deemed sufficiently serious by the school. Detentions will be logged on the school system and parents are notified in advance.

### **Inclusion**

As a school we reserve the right to temporarily withdraw pupils from mainstream provision at our discretion. The school can decide when, and for how long pupils may be withdrawn and supervising staff can determine what pupils may and may not do during the time they are withdrawn.

School will ensure:

- pupils are withdrawn from lessons for no longer than is deemed necessary
- withdrawn pupils' time is used as constructively as possible
- withdrawn pupils have time to eat and use the toilet

Any use of inclusion that prevents a pupil from leaving a room would only be considered in exceptional circumstances, for example to reduce the risk presented by the child to themselves and others.

### **Fixed-term and Permanent Exclusions**

We follow the Kirklees Local Authority Guidance on Academy Exclusions. Please refer to the following guidance for more details:

<http://www.kirklees.gov.uk/beta/schools/pdf/academy-exclusions.pdf>

### **Reasonable Force**

- All members of school staff have a legal power to use reasonable force. School does not require parental consent to use force on a pupil
- Reasonable force can be used to prevent pupils from hurting themselves or others, from

damaging property, or from causing disorder. The use of force is deemed reasonable if it is proportionate to the consequence it is intended to prevent

- The decision to physically intervene is based on the professional judgement of the staff member concerned and should always depend on individual circumstances. (see Positive Handling Policy)
- Should a pupil refuse to leave a room when instructed to do so they may be physically removed. However, the Kirkburton Middle School policy is to instruct the remaining pupils to leave in order that the individual may be managed
- The Headteacher and authorised school staff may also use such force as is reasonable when conducting a search without consent, for any items that have been, or could be, used to commit an offence or harm
- The school will contact the Police if this is deemed necessary

For further information, please visit the DFE at:

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

### **Inclusion**

Kirkburton Middle School prides itself on being an inclusive school and supports all our pupils regardless of race, gender, sexuality, disability, medical or other need. We strongly believe there are clear links between inclusivity, positive behaviour and wellbeing. We employ a number of staff with a specific focus on pastoral support and inclusion. We aim to promote inclusion through:

- A carefully constructed curriculum
- Careful consideration of seating plans and groupings in lessons
- Differentiation to both support and extend pupils
- Target setting
- Monitoring of behaviour, identification and early intervention of pupils with behavioural / emotional problems
- Behaviour management training for all staff as part of their continuing professional development
- The issuing of positive points, Burtons and other rewards and incentives which are accessible by all students who meet or exceed our expectations
- Celebration of effort as well as achievement
- The provision of quiet areas
- Access to ICT facilities at lunchtime
- Extra-curricular activities including homework club
- Student Voice and Student Leadership opportunities
- Whole school participation in initiatives such as National Anti-bullying Week and Safer Internet Day
- Transition programs for pupils joining and leaving the school
- Collaboration with the Shelley pyramid of schools and the Kirklees Education Safeguarding Service to support and promote full attendance
- Parental engagement including Parents Evenings and Parent Forum
- SEND, wellbeing and behaviour support for pupils with additional needs
- Liaison with external agencies to assess and support those with the highest need, including SKBAC (South Kirklees Behaviour and Attendance Collaborative), Educational Psychology service, Police, Children's Social Care

## **Special Educational Needs or Disabilities (SEND):**

We have the same expectations of behaviour for all pupils but ensure that pupils with SEND are supported to meet these expectations. Any exceptional provision for pupils with a particular need will be recorded in their IEP. For pupils with SEND, the school will follow correct process, as outlined by Kirklees, should an exclusion be necessary. However, pupils with a SEND will only be issued with an exclusion when we feel there are no further options available.

## **Malicious allegations**

Where a pupil makes an accusation against a member of staff and that accusation is shown to have been malicious, the Headteacher will discipline the pupil on a case-by-case basis depending on the nature of the malicious allegation. However this may include any consequence up to and including Permanent Exclusion. The Headteacher will also consider the pastoral needs of staff accused of any misconduct.

## **Racist and homophobic incidents**

When a racist or homophobic incident comes to our attention we will support the students concerned in the first instance, reminding them that they have done the right thing by disclosing what has happened. We will always take seriously allegations of this nature and do something about it, should it be found that the allegation is founded. As with any pastoral `incident` at Kirkburton, we will investigate thoroughly, using Heads of Year and the Pastoral Lead/Pastoral Team as appropriate. Depending on the incident, a range of sanctions can be employed, from parental contact, warning letters, inclusion, education of the perpetrator and ultimately, exclusion. We as a school reserve the right to make these judgments based upon a consideration of ALL facts discovered.

## **Out of School Behaviour**

This school is committed to ensuring our pupils act as positive ambassadors for us. Taking the above into account, we expect the following:

- Good order on all transport (including public transport) to and from school, educational visits
- Good behaviour on the way to and from school.
- Positive behaviour which does not threaten the health, safety or welfare of our pupils, staff, volunteers or members of the public.
- Reassurance to members of the public about school care and control over pupils in order to protect the reputation of the school.
- Protection for individual staff and pupils from harmful conduct by pupils of the school when not on the school site. The same behaviour expectations for pupils on the school premises apply to off-site behaviour.

Sanctions and Disciplinary Action – Off-site Behaviour Sanctions may be given for poor behaviour off the school premises which undermines any of the above expectations and regardless of whether or not it is an activity supervised directly by school staff. Sanctions may be in the form of fixed term

exclusion or in very serious cases, permanent exclusion. In issuing sanctions, the following will be taken into account:

- The severity of the misbehaviour.
- The extent to which the reputation of the school has been affected.
- Whether pupils were directly identifiable as being members of the school.
- The extent to which the behaviour in question could have repercussions for the orderly running of the school and/or might pose a threat to another pupil or member of staff (e.g. bullying another pupil or insulting a member of staff).
- Whether the misbehaviour was whilst the pupil was participating in a sports event (and in any situation where the pupil is acting as an ambassador for the school) which might affect the chances or opportunities being offered to other pupils in the future.