



# **Achievement and Behaviour Policy**

This policy aims to provide a consistent approach to behaviour management across the whole of the school. Staff are responsible for setting the tone and context for positive behaviour within the classroom and developing a positive relationship with the pupils.

At Mayfield our whole school ethos is based around our values - the 6 Rs:

- |                |                |
|----------------|----------------|
| 1. Resilient   | 4. Responsible |
| 2. Resourceful | 5. Ready       |
| 3. Respectful  | 6. Reflective  |

*(These are referred to as learning superpowers in the primary section).*

### **Achievement and behaviour**

**Rewards** – Staff are expected to use positive reinforcement and pupils are rewarded for demonstrating that they adhere to the ethos of the school and the 6 Rs within school and the local community. Pupils in the primary section work towards regular half termly reward events whilst in the senior section, pupils work towards end of year reward trips and the year 11 Prom. Criteria for reward trips and prom can be found on the school website. Parents are made aware daily of achievement points being awarded via the SIMS parent app.

The school has a system in place which is set up to reward pupils for doing the right thing. Rewards are based around the 6 Rs and include but are not limited to:

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|---|--|
| • Achievement points                      | • Reward teas                          |
| • Positive phone calls home               | • Reward trips                         |
| • Celebration assemblies                  | • House prizes                         |
| • Positive texts home                     | • Presentation afternoons and evenings |
| • Blue Reward Slips                       | • Young leader responsibilities        |
| • Half termly reward afternoons           | • Prefect responsibilities             |
| • Certificates                            | • School council responsibilities      |
| • Star of the week (Primary)              | • Presentation ceremonies              |
| • Achievement certificates                | • Residential trips                    |
| • Participation in extracurricular events | • Letters home from Heads of School    |

**Interventions** - Whilst we strive to make rewards the basis of our behaviour system, we recognise that on occasion, pupils may need additional support in the form of interventions. Interventions include but are not limited to:

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|--|------------------------------|
| • Restorative meetings                                   | • A range of behaviour plans |
| • Restorative circles                                    | • Personalised timetables    |
| • Use of the Reflection room and alternative work spaces | • ASPIRE provision           |
| • Adapted social times                                   | • REFOCUS provision          |
| • Time out cards   | • Home visits                |
| • ELSA support   | • Medical cards              |
|  | • Anti-bullying contracts    |

Staff follow clear routines within the classroom to enable pupils to progress and it is the responsibility of classroom teachers to deal with minor incidents which occur in the classroom.

**Behaviour** – Poor behaviour such as disruption in lessons, in corridors in between lessons, and at break/play times and lunch times is addressed by the school stepped behaviour system. School systems are designed to be restorative, consistent and fair and to allow pupil the opportunity to correct their behaviour before being removed from the learning environment. The system of warnings varies between the primary and senior sections of the school, but both follow a visual, stepped procedure. Parents are alerted to stepped behaviour warnings daily via the SIMS parent app. Parents should speak to classroom teachers for further information if necessary.

**Detentions** - The school runs a system of play time detentions in the primary section and same day, after school detentions in the senior section. Parental consent is not required for detentions. Detentions will not be re-arranged. Detentions take priority over extra-curricular clubs or fixtures.

The headteacher can nominate a member of staff to run a detention on a Saturday morning (except the weekend preceding or following a half term break) or on a non-teaching day (INSET days).

Pupils in the senior section who persistently fail to follow expectations within school may be directed to *REFOCUS* provision which runs between the hours of 12pm and 5pm. Parents/carers are expected to attend a reintegration meeting following any period of time spent in this provision.

In the primary section, pupils who persistently fail to follow expectation may be directed to the primary Reflection room provision for half or full days.

**Punctuality** – All pupils are expected to arrive on time to school.

**Refusal** - Pupils who refuse to follow the instructions of a member of staff may place themselves in danger and will be placed in the primary Reflection room in the primary section or in the senior Reflection room in the senior section, if necessary, in order to keep them safe.

**Bringing the school into disrepute** – Pupils are expected to behave in an appropriate way on their way to and from school, whilst representing the school at different activities and whilst on school trips. This includes outside of school hours. Pupils who fail to behave in an appropriate way may be issued with an appropriate sanction.

**Vandalism, graffiti and damage to school property** – Any pupil found to be damaging school property may be asked to pay for the damage. They may also be asked to participate in school-based community service.

**Malicious allegations against staff** – A pupil found to make a wrongful allegation against a member of staff may be excluded from the school. The circumstances will be investigated fully and the headteacher will decide if the exclusion is to be for a fixed term or on a permanent basis.

**Smoking** – Smoking and vaping on the school site is illegal. Pupils are forbidden to do either of these on the school grounds, in the school building and around the perimeter of the school grounds.

**Bullying** – Mayfield School will not tolerate bullying of any kind. Where bullying occurs, it will be dealt with in line with the school's anti-bullying policy.

**Exclusions** - The headteacher can decide whether to exclude a pupil for a fixed period of time or on a permanent basis. The headteacher must consider all of the circumstances, the evidence available and the need to balance the interests of the pupil against those of the whole school community. The headteacher will write to parents when their child is excluded to advise them of the following:

- a) The reason for the exclusion
- b) The period of the fixed term exclusion
- c) Parents/carers rights to make representations to the Governing body
- d) How representations can be made
- e) Their legal responsibility for their child whilst they are excluded

Permanent exclusion is rarely used by Mayfield School. However, there are some occasions where the headteacher could reluctantly exercise the right to do so. Permanent exclusion from Mayfield School may be for one or more of the following reasons:

- a) An irretrievable breakdown in the relationship between the school and pupil due to a persistent failure to follow the expectations of the school and/or refusal to cooperate with the school community
- b) Preventing other pupils from learning due to continued poor behaviour
- c) Serious and extreme verbal abuse towards or physical abuse of any member of the school community
- d) Preventing a member of staff from conducting their professional duties around school. In the event of a fight, a member of staff will issue clear, loud, verbal instructions to pupils. If they fail to follow these instructions and intentionally or unintentionally strike a member of staff who is trying to intervene, the headteacher will recommend a permanent exclusion
- e) The use of or sale of prohibited substances
- f) A severe threat to the health and safety of the school
- g) Wilfully setting off the school fire alarm

More information about exclusion can be found within the statutory instruments document on the DFE website No.1033 "The School Discipline (Pupil Exclusions and Reviews) (England) Regulation 2012"

**Searching pupils** – Members of staff may search a pupil by law with or without their consent for prohibited items including mobile phones, knives, weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, items that have been or are likely to be used to commit an offence, cause damage to property and any item banned by the school rules. This list is not exhaustive.

As set out in Section 91 of the Education and Inspections Act 2006, school staff can seize any prohibited item found as a result of a search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Electronic devices (such as mobile phones) can have their files or data examined. Following examination, a member of staff can decide to return the device, retain the device, or return the device to a parent/carer, and erase data or files if they think there is a good reason to do so. In determining "good reason" the member of staff must reasonably suspect that the data or files on

the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules. If inappropriate material is found it is up to the member of staff to decide whether to delete it or to keep it as evidence to be passed on, if necessary, to the Police.

More information can be found within the DFE guide for “Screening, Searching and Confiscation” (January 2018).

**Confiscation** – Members of staff are able to confiscate, retain or dispose of a pupil’s property as a punishment. Weapons, knives, stolen items and illegal substances will be handed over to the Police. Lighters, matches, tobacco products and fizzy drinks may be disposed of at the discretion of staff. Pupils who have their mobile phone or items of jewellery repeatedly confiscated will only have them returned to a parent or adult responsible for them.

**Use of reasonable force** - All school staff have the legal power to use appropriate reasonable force to prevent pupils committing an offence, injuring themselves or others or damaging property, and to maintain good order of discipline in the classroom. This includes removing pupils who disrupt a lesson or preventing a pupil from leaving the classroom. The headteacher and staff authorised by the headteacher can use such force as is reasonable when searching a pupil without consent for prohibited items, except where the search is for an item not banned by the school rules.

School staff should use de-escalation techniques in order to attempt to diffuse situations before using appropriate, reasonable force. However, there may be situations where this is not appropriate, for example where a fight breaks out and staff intervene immediately in order to prevent harm.

The headteacher and 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.

More information about the use of reasonable force can be found on the DFE website “Behaviour and discipline in schools – Advice for headteachers and school staff – January 2016”.

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