



Scissett Middle School

Working together, respecting all, because everyone matters

Behaviour Policy

Signed: *N Greenough*

Headteacher

I Jackson

Chair of Governors

Agreed: November 2020

To be reviewed: September 2021

Behaviour Policy

The Role of All Staff

All members of staff are responsible for reinforcing school rules and should deal with incidents of poor behaviour wherever they occur by:

- Acting consistently
- Praising more than reprimanding
- Having high expectations of all children
- Listening
- Reinforcing, promoting and maintaining the highest standards of work and behaviour
- Giving ownership of 'rules for learning' to pupils
- Teachers producing regularly adapted behaviour plans

The Role of Pupils

- Pupils should be taught the rules, which should be reinforced by all staff.

Rules for Travelling to and from School

- Year 7 and 8 pupils catching the bus are permitted to go unaccompanied into the bus bay at the end of the day. However, Year 6 pupils must go to the hall and wait in a calm orderly manner until asked to follow the teacher in charge.
- When travelling to and from school, pupils behave in a manner which reflects credit on themselves, their families and the school.
- Pupils must follow the instructions given by the bus driver and act and speak in a polite manner.
- In order for pupils to cycle to school they must provide written permission from parents.
- All cyclists and scooter users must wear a helmet. All cyclists must have lights and reflectors attached to their bike.
- Pupils must push, not ride their bikes/scooters down the driveway.
- Riders must stick to public highways when travelling to and from school.

Consequences for Breaking the Rules for Travelling to and from School

- Incidents reported to Pastoral Leader will be followed up with pupil(s) concerned. The incidents will be logged.
- Letter/telephone call to parents. The incident will be logged.
- After-school detention and parents invited to school. The incident will be logged.
- Banned from the bus for a fixed period. The incident will be logged.
- The bus company have the right to ban individuals.
- Where possible, the school will endeavour to find alternative transport.

Rules for the Pupils Arriving to School

- Pupils will be allowed into school for homework/breakfast club between 8:00am and 8:30am.
- All other pupils allowed into school via the Year 8 door from 8:45am.
- In case of inclement weather, pupils will be allowed in at 8:30am.
- On entry, all pupils should go to their classroom.

Break/Lunchtime Behaviour Rules

- Teachers will dismiss their class in an orderly manner.
- Pupils exit as quickly as possible, following teachers' instructions.

- All pupils will take their bags to their next classroom via the one way system and exit the building as quickly as possible.
- Should pupils remain indoors during break/lunchtime, they should take bags to their registration room.

Hard and Grassed Areas

- Pupils only play on the 'hard play' areas, or the fields when appropriate. We have winter and summer play areas.

M.U.G.A.

- Permitted pupils are allowed on the M.U.G.A.
- Pupils must wait for the duty member of staff to escort them to and from the Y8 yard to the M.U.G.A. safely.
- **PLAYFIGHTING IS NOT ACCEPTABLE AT ANY TIME.**

Consequences for Breaking the Break-time Rules

- Pupils misbehaving during these unstructured times will be sent to the Head of Year office.
- Persistent poor behaviour will result in a break-time detention with Heads of Year.
- Serious incidents will result in parents being informed. Pupils may be placed on supervised break times.
- All incidents will be recorded on the electronic behaviour recording system.

When the Bell Rings

- Pupils line up quickly and calmly as directed.
- Pupils enter school when instructed by a member of staff.

Wet Break/Lunchtime Behaviour Rules

- Pupils behave calmly and considerately in the classrooms at all times.
- Pupils sit on a chair.
- Pupils stay in their own classroom (or the one to which they have been directed).
- Pupils keep away from electrical items, storage areas and teachers' desks. With permission pupils may use the computers in their form rooms.
- During this time pupils may use games and books, talk, do homework or complete classwork. All items should be put away carefully after use.
- Pupils are expected to show consideration of how other pupils wish to spend their time.
- Pupils will follow instructions given by the Lunchtime Supervisors/Duty Staff.
- Pupils tidy up the room before leaving.

Lunchtime Rules

- Pupils on 1st sitting will go directly to the hall.
- Pupils will walk in single file to the hall.
- Pupils cannot go onto the top corridor during lunchtime.
- All pupils must be polite and respectful of the school prefects.

Consequences for Breaking the Lunchtime Rules

- Repeated disruptive behaviour will result in pupils either being isolated or supervised play
- Heads of Year will be informed of serious incidents by Lunchtime Supervisors.

- The most serious incidents will be acted on by the Pastoral Leader.
- Senior Lunchtime Supervisor will record serious incidents on the electronic behaviour recording system.

Corridor Code

- During lesson changeover, pupils walk silently using a one way system.
- Pupils line up silently in single file, outside the classroom.
- Pupils must not enter a Laboratory or Technology room without a member of staff, unless permission has been given by a member of staff to do so.

Rules for Uniform

- Pupils must wear the correct uniform. Up to date details can be found on the website or prospectus.
- A note must be brought from home if a pupil is unable to wear part of the uniform; this includes school P.E kit.
- Make up is not allowed. This includes make-up and nail enhancement.
- Jewellery - only silver or gold ear studs may be worn and a simple watch. Hair bands should be unembellished and of a dark, subtle colour.

Consequences for Not Adhering to Uniform Rules

- Form tutor speaks to pupils. An appropriate note will be written in the pupil's planner.
- Form Tutor rings parents/carer.
- Head of Year rings/writes to parents to share concern.
- Parents invited into school.
- If pupils arrive into school with the wrong uniform they will be asked to go to the Head of Year office where uniform will be provided.

Rewards for Meeting and Exceeding Expectations

When pupils meet our expectations for behaviour, effort and uniform they will be rewarded by teaching and non-teaching staff.

This will take the form of:

- Praise
- Achievement points
- Postcards
- Sent to Head of Year and/or Senior Management Team for praise
- Note in planner
- Early Lunch Pass
- Michael Moriarty Achievement Trophy.
- Phone call home
- Commendation in assemblies
- VIP passes
- Pupil of the week
- Class of the week
- Year group of the week
- Form group of the term
- Cinema trip three times a year
- Merit Awards
- Letters of commendation

Consequences for Not Meeting Expectations

In class the following steps can be taken to avoid disruption:

Warning: Pupil reminded how to behave

P1: Pupil recorded on the electronic behaviour tracking system

P2: 5-minute detention with the subject teacher, at a time and place of the teacher's choosing.

P3: Lunchtime detention.

P4: Removed from lesson and pastoral team consulted regarding appropriate consequence

Pupils Chewing Gum

- Any pupils found with gum or chewing gum in school will serve a detention at morning and lunchtime break.

Pupils on Target Cards

- Pupils may be provided with personalised target cards. Suitable target cards are agreed with staff, parents and pupils.
- Pupils are encouraged to take responsibility for their cards
- Pupils on a target card must show a member of the Pastoral team their card at lunchtime and after school
- Pupils will be given a score out of 5 after each lesson. Anything less than a 4 results in a break/lunch detention and subsequent behaviour points.

Homework

All pupils are expected to write homework clearly in planners and complete within the time allocated. Subject teachers will record the homework on ClassCharts.

All pupils are given the opportunity to complete homework under supervision at lunch time and after school.

Consequences for Non Completion of Homework

- When homework missed the pupil's name is recorded using SIMS or Classcharts.
- The pupil will attend a lunchtime detention. Members of the SMT/Leadership will be supervising all detentions
- Detentions will be recorded on Classcharts
- If pupils fail to attend a detention we then use the graduated response system.
- Persistent offenders will have to attend the lunchtime homework club.

Physical/Verbal Aggression in the Classroom

- Teachers will follow the graduated response system.
- For serious incidents the 'on call' system.
- The incident is recorded on the electronic behaviour tracking system by the adult initially involved.
- Head of Year will liaise with all stakeholders to decide relevant and appropriate consequence.
- A number of staff are trained using positive handling methods.

Repeated Physical and Verbal Aggression

- In depth analysis of previous incidents.
- Complete electronic behaviour tracking system.

- Report to Head of Year, SENDCO, Head of School and Head Teacher
- Involvement with external agencies.
- Behaviour support plan.
- Risk assessment
- Single point referral.
- Exclusion.

Exclusions

We follow the Kirklees Local Authority Guidance on Academy Exclusions, <http://www.kirklees.gov.uk/beta/schools/pdf/academy-exclusions.pdf>

Special Educational Needs pupils:

We have the same expectations of behaviour for all pupils but ensure pupils who have a SEND are supported to meet the expectations. Any exceptional provision for pupils with a particular need will be recorded in each pupil's IEP.

For pupils who have a SEND, the school will follow correct process, as outlined by Kirklees, should an exclusion be necessary. However, exclusions of pupils with a SEND will only be done when there are no further options available.

Mobile Phone Policy

Use of Mobile Phones

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.

Rules for the Acceptable Use of a Mobile Phone in School by Pupils

Pupils are allowed to bring a mobile phone into school. If they choose to do so it is on the understanding that they agree with the following limitations on its use:

Mobile phones must be switched off on entry to the school premises. All mobile phones must be handed in during registration and will be stored in a padded box and kept in the school office. Year 7 & 8 will get them back during AR time. They will be returned to year 6 at the end of the day.

In personal circumstances, mobile phones may be allowed to be kept by the pupil in the classroom. Permission should be obtained from the Headteacher in the first instance. Any phone left in a bag must be switched off, not left in silent or vibrate mode.

If asked to do so, content on the phone (e.g. messages, pictures, videos, sound files) will be shown to a member of staff.

Unacceptable Use

The school will consider any of the following to be unacceptable use of the mobile phone and a serious breach of the school's behaviour policy which will result in sanctions being taken:

Photographing or filming in any area of school or on any activity outside school.

Photographing or filming staff or other pupils.

Failure to hand over a phone will be treated as defiance.

Bullying, harassing or intimidating staff or students by the use of text or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites.

Refusing to switch a phone off or hand over the phone at the request of a member of staff.

Using their mobile phone outside school hours to intimidate or upset staff and pupils will be considered a breach of these guidelines in the same way as unacceptable use.

Using the mobile phone to photograph or record altercations or fights.

Sanctions

Pupils and parents are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines following the school's behaviour policy. In adherence to DfE guidelines, school is permitted to confiscate and search pupils' phones without consent if staff have reasonable grounds to suspect it contains evidence in relation to an offence.

In addition:

If a phone (including SIM card) is confiscated, school will make it clear for how long this will be and the procedure to be followed for its return.

Pupils should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected and may wish to seize the phone for the purpose of further investigation.

If a pupil commits an act which causes serious harassment, alarm or distress to another pupil or member of staff the ultimate sanction may be permanent exclusion.

School will consider the impact on the victim of the act and parents will be involved.

Confiscation Procedure

If a mobile phone is confiscated, then:

The confiscation will be recorded in the school behaviour log for monitoring purposes. Parents will need to come into school to discuss and collect their child's phone.

School will ensure that confiscated equipment is stored in such a way that it is returned to the correct person.

Where a student persistently breaches the guidelines, following a clear warning, the Headteacher may impose an outright ban from bringing a mobile phone to school. This may be a fixed period or permanent ban.

The Headteacher or a designated staff member will have the right to view files stored in confiscated equipment and will seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless these are required for evidence.

Evidence of the offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen.

School should consider whether an incident should be reported to the police. Advice can be sought from the duty and advice team, or the police.

Support for the Victim

Where an incident has involved the victimisation, harassment, alarm or distress of another pupil or member of staff the school will provide support for the victim.

This should be discussed with the victim's family or where the incident involves a member of staff, appropriate support should be obtained. This might be a designated member of staff or the victim's union.

To support the rehabilitation of a victim the following support may be offered in consultation with the victim and their family or support person. The school may:

Follow up with the victim and family and agree a suitable way forward to facilitate an effective closure for the victim to the incident.

School will also ensure that the perpetrator is educated about the impact of their actions on the victim.

School will ensure a fully documented case history of the incident is recorded and secured in the behaviour database.

Where material has been posted online about a victim, school will provide support in getting the material removed either through discussion with the posting of the material or contact with the service provider.

This statement of guidelines will be subject to regular review and updating to ensure that the personal safety of pupils and school staff is protected and that the learning environment is not disturbed by current or emerging technology.

In the event of the school deeming an incident as serious, a member of staff will be appointed to act as family liaison representative. The appointed staff member will liaise with all persons to carry out the following duties:

- **undertake all investigations;**
- **coordinate communication;**
- **assess pupil welfare needs;**
- **promote restorative discussions;**
- **resolve any issues to the satisfaction of all stakeholders.**

Possession of Offensive Weapons or Illegal Substances –Tobacco, Illegal Drugs, Solvents and Alcohol

- The offending substance will be taken from the pupil and given to the Head Teacher.
- The pupil will be isolated and parents will be invited into school.
- The police will be contacted.
- Any pupil found in possession of illegal substances can expect to be permanently excluded from school.
- Please refer to DfE guidelines referring to 'searching, screening and confiscation'.

Isolation Policy

- As a school we reserve the right to isolate pupils at our discretion.
- We can decide when and for how long pupils may be isolated. The staff member in charge can determine what pupils may and may not do during the time they are isolated.
- School will ensure pupils are isolated for no longer than is necessary and that their time is used as constructively as possible.
- School will ensure pupils have time to eat and use the toilet.

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

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.
- Should a pupil refuse to leave a room when instructed to do so, they may be physically removed. However, the Scissett Middle School policy is to instruct the remaining pupils to leave in order that the individual may be managed.
- The Head teacher 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.

For further information, please visit the DFE at:

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

Appendix 1

COVID 19 - AMENDMENTS TO THE BEHAVIOUR POLICY FROM FEBRUARY 2021

The following is designed to be an addendum to the current agreed Behaviour Policy. Outlined below are the procedures driving the changes to the policy in order to provide rationale for the updated provision.

Organisation of Groups

Pupils will be placed in their designated groups and will be expected to remain in these until Government guidelines indicate otherwise. Teachers will move according to the lessons being taught.

The school will be organised in three separate year group zones with the relevant Head of Year supporting the pastoral needs of each year group:

- Year 6 = Mrs Ward;
- Year 7 = Mr Hampson;
- Year 8 = Mr Terry.

Each year group will remain in eight classes and these classes will be further divided into four pairs. Each year group will remain within their allocated zone at all times unless attending a specialised lesson in another part of the school.

All members of staff will be issued with walkie-talkies for the duration of the school day.

Pupils will remain in the same classroom for most lessons, only moving for specific teaching. While in the classroom, all pupils must remain at the same desk and only use their own equipment or that which the teacher has provided them with. In accordance with the Government guidelines, all staff unless maintaining social distancing and pupils must wear masks at all times whilst indoors unless exempt. The Heads of Year should be notified of any exemptions in writing and this will be shared with all staff. Failure to comply with this will be dealt with by the usual graduated response system.

Each group will be issued an allocated time for play and lunch. These times will differ from the usual school times.

Pupils will be encouraged to use the toilets only at designated times of the day using the toilets next to their entry/exit points.

Break Times

During lunchtime, pupils will be allowed on to their designated areas and remain within their bubble. If pupils refuse to comply with this then the graduated response system should be used. Should the weather be inclement, pupils will remain in their own classrooms and remain in their own seat. Duty staff will supervise outside play and indoor break times.

Movement Around School

Pupils must use the walkways as directed. Arrows are placed to clarify the direction of travel.

Whilst moving around the corridors, pupils must walk at all times and adhere to the instructions of staff.

Ingress and Egress of Pupils

Pupils must sanitise hands on entry and exit of the building, either by washing or by using an appropriate sanitiser. Pupils must also sanitise hands on entering and exiting classrooms for any reason.

Fire Evacuation

In the event of a fire, pupils will leave the building by designated exits and assemble on the allocated yards. Should safe egress by the designated exits be prevented in any way, pupils will leave by the nearest and safest exit and assemble on the appropriate yard. Staff will accompany pupils at all times throughout evacuation. Social distancing procedures should be adhered to where possible; however, the school recognises that, in the event of an emergency, the usual restrictions may not be applicable.

Mobile phones

Mobile phones will be collected daily and placed in a box, which will be kept in the classroom. At times, phones may be used in lessons under the supervision of the teacher. All usual rules surrounding mobile phone use will apply for safeguarding reasons.

Uniform

School uniform, including PE kit, is expected to be worn in accordance with the school policy¹

AMENDMENTS AND ADDITIONS TO THE BEHAVIOUR POLICY

Amendment 1 - Travelling To and From School

The start of the day and the dismissal time will be staggered for each year group. Pupils will be expected to walk sensibly and enter and leave the school premises maintaining the appropriate social distancing. Instructions from staff must be adhered to at all times.

Amendment 2 - Break/Lunchtime Behaviour Rules

Pupils will enter and leave the building only at the designated points. All bags and equipment will be left in classrooms unless otherwise instructed by the teacher. Should pupils be required to remain in classrooms during breaks, pupils must remain seated and all recommended social distancing guidelines must be adhered to.

During breaks, pupils will remain on their designated play area at all times. All recommended social distancing guidelines must be adhered to. If pupils refuse to comply with this then the graduated response system should be used.

Amendment 3 - Rules for Uniform

Pupils should wear full school uniform at all times; however, on days when PE is timetabled, pupils should wear school PE kit in order to reduce time spent changing.

Amendment 4 - Consequences for Not Meeting Expectations

The penalty system will remain (from W to P4) and negative points recorded. In view of the altered timetables, the teacher-led detentions accompanying P2 will no longer take place.

If any member of staff awards a P3, the walkie-talkie system should be used to alert the office. The on-call member of staff may remove the child from the classroom for a short respite period. This will be recorded by the teacher. If the pupil continues to behave inappropriately, he/she will be awarded a P4 and removed from the classroom and placed in isolation for the usual session.

Amendment 5 - Homework

Pupils will not have the opportunity to complete homework during lunch breaks as this would contravene the guidelines on social distancing. However, should breaks/lunches be indoors, pupils may complete homework, providing it requires no online access.

Amendment 6 - Consequences of Non-Completion of Homework

Should a pupil choose not to complete homework, this will be recorded in the usual way on ClassCharts.

Amendment 7 - Mobile Phone Policy

Mobile phones may be used in class at the discretion of the teacher. These may be used for accessing agreed online platforms, research purposes, reading and calculations. Pupils must leave phones in a box and switched off when not required; these will remain in the classroom when not in use. Should any pupil abuse the trust placed in him/her with regard to mobile phone use, the phone will be confiscated and parents informed and invited in to school to collect the phone. All pupils will be informed of the risk to safeguarding when using phones in school.

Amendment 8 - Isolation Policy

In the event of a pupil being isolated, this will be in an area that has been designated for that year group in order to maintain pupils within their 'bubble'.

Amendment 9 - Reasonable Force

Staff will continue to observe social distancing guidelines at all times unless a critical situation deems otherwise. Where the risk of danger or damage to property or persons is considered significant, staff reserve the right to intervene should this be necessary.

Senior Leaders and members of the Pastoral Team may also conduct a search of bags and belongings should they have reasonable suspicion that pupils have in their possession items that may be used to cause an offence or harm.

Pupils in Breach of the Behaviour Policy

The Behaviour Policy will operate according to the actions outlined in the main policy. However, should a pupil disregard the behaviour system or the precautions in place during the Covid-19 pandemic, and behave in such a way as to put others at risk, parents may be called and asked to collect their child from school. This will be recorded as an exclusion. The return to school will be by consultation with a member of the Senior Leadership Team and the pupil will be placed on a Behaviour Contract and/or Risk Assessment for an agreed period of time.