



Scissett Middle School

Working together, respecting all, because everyone matters

Behaviour Policy

Signed *Ann Large*
Headteacher

NR.
Chair of Governors

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Behaviour Policy

The Role of All Staff

All members of staff are responsible for reinforcing school rules and should deal with incidents of 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,

The Role of Pupils

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

The Role of Designated Staff in School

Although all staff are responsible for the pastoral wellbeing of pupils in school, there are those who have a further role to play. In the first instance, any incident should be reported to the individual's Form Tutor who will endeavour to resolve any issue in a timely and efficient manner. Should the matter be more serious or the Form Tutor believe that there are other parties involved from outside the form group, the Form Tutor will use his/her professional judgement to refer the incident to the appropriate Head of Year. If, for any reason, the Head of Year believes that the issue requires further consideration, they will enlist the expertise of the Headteacher or the Safeguarding Lead.

Rules for Travelling to and from School

- All pupils who catch the bus 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 must 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.
- Parents/carers are responsible for the safety of children who use bikes and scooters to come to and from school.
- 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 when on the school grounds. Riders should use the driveway or the path to Skelmanthorpe. Bikes and scooters should be stored appropriately when in school.
- Riders must stick to public highways when travelling to and from school.
- The school reserves the right to ban pupils from using bicycles or scooters when travelling to and from school.

Consequences for Breaking the Rules for Travelling to and from School

- Incidents reported to Pastoral Team will be followed up with pupil(s) concerned. The incidents will be logged.
- Parents will be contacted and the incident will be logged.
- Detentions or isolation may be issued and parents invited to school. The incident will be logged.
- Pupils may be 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 and Year 7 doors 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 should 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 should only play on the 'hard play' areas, or the fields when appropriate. Duty staff will make the decision on a daily basis whether the grassed areas are suitable for use.

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 Year 6 yard to the M.U.G.A. safely.
- **PLAYFIGHTING IS NOT ACCEPTABLE AT ANY TIME. Consequences will be in place for pupils who ignore this.**

Brunch Club Rules

- Pupils should line up sensibly to purchase items from the breakfast menu.
- Children must not 'push in' to be near their friends but wait quietly until they are served.
- Once food has been consumed, pupils should return to the yard for the remainder of playtime.
- Pupils should exit in a calm and sensible fashion.

Consequences for Breaking the Break-time Rules

- Pupils misbehaving during these unstructured times will be sent to the Head of Year office or Isolation.
- 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. Most classrooms have DVD players and pupils may watch a film during these times.
- 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 must 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 should not re-enter school during lunchtime unless permission is given by the lunchtime staff.

Consequences for Breaking the Lunchtime Rules

- Repeated disruptive behaviour will result in pupils either being isolated or being directed to supervised play sessions.
- Heads of Year will be informed of serious incidents by Lunchtime Supervisors.
- Senior Lunchtime Supervisor will record serious incidents on the electronic behaviour recording system unless it has been agreed that the Pastoral Team will do this.

Corridor Code

- During lesson changeover, pupils must walk silently using a one-way system.
- Pupils must 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 in the prospectus.
- A note must be brought from home if a pupil is unable to wear part of the uniform; this includes school PE kit.
- Make-up is not allowed. This includes make-up and nail enhancements of any description.
- Jewellery - only one pair of 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 will call parents/carer.
- For persistent offenders, a Head of Year will contact parents to share concern.
- Parents will be invited into school.
- If pupils arrive into school with the wrong uniform they will be asked by Form Tutors to go to the Head of Year office where uniform will be provided. Should the pupil choose not to wear this uniform, this will be viewed as defiance and the pupil placed in isolation and parents informed.

Rewards for Meeting and Exceeding Expectations

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

This may 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
- Phone call home
- Commendation in assemblies
- VIP passes
- Pupil of the week
- Film reward termly
- Merit Awards twice per year
- Letters of commendation

Consequences for Not Meeting Expectations

All pupils are expected to follow the instructions given by staff at all times. In class, the following steps may be used to minimise disruption to learning:

Warning: Pupil reminded how to behave.

P1: Pupil recorded on the electronic behaviour tracking system.

P2: A 5-minute detention will be awarded 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.

Please note that only the most severe penalty will be recorded for any one lesson. Penalties cannot be amended for improved behaviour during a lesson. Additionally, negative points will also be given for poor behaviour on the corridors or playground.

Please note that details of sanctions given to pupils will only be discussed with the parents or carers of those children and not with other parents.

Pupils Chewing Gum

- Chewing gum is not allowed in school and any pupils found with 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 by staff.
- Pupils must 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 score of 4 results in a break/lunch detention and may incur 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 Leadership Team will supervise all detentions.
- Detentions will be recorded on ClassCharts.
- If pupils fail to attend a detention, the graduated response system will be used.
- Persistent offenders will be directed 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 should be used.
- The incident will be recorded on the electronic behaviour tracking system by the adult initially involved.
- The Head of Year will liaise with all stakeholders to decide relevant and appropriate consequence.
- A number of staff members are trained using positive handling methods and the school has the right to use these methods should pupils it be deemed necessary.

Repeated Physical and Verbal Aggression

- Staff will complete electronic behaviour tracking system.
- Report incident to Head of Year who will decide if further involvement is required.
- Involvement with external agencies may be sought.
- A behaviour support plan may be created.
- A risk assessment may be deemed necessary.
- A single point referral may be investigated.
- Exclusion may be necessary.

Peer-on-Peer Abuse

For these purposes, peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between children and within children's relationships (both intimate and nonintimate). All pupils are capable of being abusive towards their peers and this can manifest itself in a number of behaviours including:

- Bullying or cyberbullying
- Sexual violence and harassment
- Physical abuse
- Sexting
- Upskirting (taking intrusive photographs under a person's clothing without their permission)
- Hazing (initiation rituals involving risk, mental or physical discomfort or ridicule)
- Discriminatory behaviour i.e. racist, homophobic, sexist, etc.

All incidents of peer-on-peer abuse are taken seriously and investigated thoroughly and fairly before being recorded. Depending on the nature of the incident, staff may decide to:

- Manage the incident internally
- Refer to outside agencies
- Refer to children's social care
- Report to the police.

The school does not tolerate any form of peer-on-peer abuse and operates a zero-tolerance approach, however low-level it may be deemed. Any sanctions as a result of peer-on-peer abuse will be:

- Proportionate to the offence, including fixed term exclusions, if deemed appropriate
- Considered
- Supportive
- Decided on a case-by-case basis.

Before deciding on appropriate action, staff will consider its duty to safeguard children from harm; any underlying reasons for a child's behaviour; the risk that the child may pose to other children; and the severity of the peer-on-peer abuse and the causes prompting it.

Exclusions

We follow the Kirklees Local Authority Guidance on Academy Exclusions as per the Kirklees website.

Special Educational Needs pupils:

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

For SEND pupils, 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 Rationale

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. However, 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 and in bags on entry to the school premises, including all areas of the school grounds. All mobile phones must be handed in during registration and will be stored in a padded box and kept in the school office. They will be returned to pupils 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 on silent or vibrate mode.

If asked to do so, content on the phone (e.g. messages, pictures, videos, sound files) must 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 where others 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:

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

School will ensure that confiscated equipment is stored safely.

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 may 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 may 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 record the incident in the behaviour database.

Where material has been posted online about a victim, school may provide support in getting the material.

Serious Incidents

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 - Alcohol, Illegal Drugs, Solvents and Tobacco (including nicotine-based products, such as vapes)

- The offending substance will be taken from the pupil and the Head Teacher informed.
- The pupil will be isolated and parents will be contacted and possibly invited into school.
- The police may be contacted.
- Any pupil found in possession of illegal substances faces permanent exclusion 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. Staff 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>