

POLICY NUMBER:

OWNER: KEY STAGE LEADERS/JARAD ROBSON

DATE OF ISSUE/LAST REVIEW: 22/06/2021

REVIEW DATE: 06/2022



مدرسة المنتزة الإنجليزية
PARK HOUSE ENGLISH SCHOOL
SECONDARY SCHOOL

BEHAVIOUR POLICY

RATIONALE

The aim of the Park House English School (PHES) behaviour policy is to assist teachers to teach, not to constrict them; to enable learners to learn, not to oppress them, and to achieve an atmosphere of structure, order and calm allowing '*behaviour for learning*' and '*amazing learning*' to take place.

AIMS

The implementation of the policy will be fair, firm and consistent and all students, teachers and parents will be made aware of rewards and sanctions resulting from certain behaviours of pupils in and around the school.

Careful evaluation of the individual situation will be made so that the school's response to the student will be appropriate. In all cases, the goal of the disciplinary intervention is to help the child deal with the situation more responsibly and appropriately in the future.

At PHES, we believe that self-discipline is *learned behaviour* and needs to be taught *in the home, school and the community*. The child learns through experience and imitation of those around them. 'Appropriate behaviour' is a developmental process. The ultimate goal is internalisation of this 'appropriate behaviour' so that little external enforcement is required.

The cooperation of many people is necessary to establish and maintain a positive learning environment.

PROCEDURES

PROCEDURES FOR DEALING WITH UNACCEPTABLE BEHAVIOUR

It is the responsibility of *subject teachers* to deal with *minor incidents* which occur in the classroom, and a **C1 must be recorded in the student's planner**. As well as monitoring the number of house points received, form tutors also monitor a pupil's level of 'consequences' on the school's management information system. Three C1s in one half term will result in a *detention* with the relevant form tutor, this should be **recorded on school's management information system as a C2**.

More serious incidents can be dealt with by the teacher, but must also be recorded on the school's management information system as a C2, C3, C4 or C5 (as appropriate), and referred to the appropriate HoD. After the HoD has dealt with the matter, in line with their departmental policy, the referral is passed on to the relevant Key Stage Leader, who records the incident on the school's management information system and applies an appropriate sanction.



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It is the responsibility of the **Form Tutor** to monitor their tutees' behaviour regularly on the school's management information system. They should then refer to the **Key Stage Leaders**, when necessary, who will continue to monitor pupils' behaviour across the curriculum. The **KSLs** will become involved if a pupil's behaviour is causing concern in a number of subject areas. They may then log all incidents and take appropriate action. They are also responsible for dealing with serious incidents, which are likely to result in suspension or exclusion.

Members of the **Senior Leadership Team (SLT)** are available throughout the day to deal with **the most serious incidents** and to remove pupils from lessons where there is **serious disruption**. Subject teachers should send a sensible pupil to the main reception, where a member of the SLT will be contacted. However, these incidents still need to be recorded to enable the Key Stage Leader to deal with the matter.

The Head of Secondary (or a member of the SLT deputising for the Head) is the only member of staff who can sanction a **fixed term or permanent exclusion or suspension**. In the case of all exclusions or suspensions, parents/guardians are informed in writing of the reasons for the exclusion and are expected to sign to acknowledge receipt of the letter. Excluded/suspended pupils are provided with work for the duration of the exclusion.

SANCTIONS

Outlined below are examples of unacceptable behaviour and sanctions which are available. This is not exhaustive, and each case must be dealt with according to individual circumstances. Sanctions will be applied fairly and in accordance with the departmental and whole school behaviour policy.

Minor Incidents

C1C or C1P: These incidents are dealt with by the classroom teacher or form tutor and include, for example:

C1C

- Late to lesson
- Silly/immature behaviour
- Not following instructions
- Chewing
- Devices out

C1P

- Late to school
- Untucked shirt
- Excessive make up
- Excessive jewellery
- Behaviour during break
- Incorrect uniform (including shoes and inappropriate skirt length)
- Chewing
- Devices out
- Not following instructions
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Sanctions could include:

- Verbal reprimand
- Formal warning – C1 in planner



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- Short cooling off period outside the classroom (maximum 5 minutes)
- Moving seat
- Phone call or email home
- Sent to a temporary alternate space within department (supervised by an adult)

C2s: These incidents are dealt with by the classroom teacher or form tutor and include, for example:

- 3 or more C1's in student planner
- Rude behaviour
- Persistent lateness to lesson / school
- Silly/immature behaviour (Repeated)
- Disrespectful to students / staff
- Offensive language
- Homework issue (Repeated / Continued issue)
- Lack of equipment
- Lack of classwork
- Use of phone without permission
- Any escalation of the below consequences C1 or C2 should be given and recorded in the planner (C1) or on Engage (C2).

C2 sanctions can include any of the sanctions listed under C1 and a 15-minute detention with the form tutor / class teacher. All DT's should be recorded in the students' planner and recorded on Engage. Please ensure no double bookings of DT's. (First issued DT takes priority).

Persistent incidents, or incidents of medium severity

C3s:

These incidents must be recorded on Engage and passed to the relevant **HoD**. Unacceptable behaviour in this category includes:

- 3 or more C2's in a half term
- Missing a detention (Class Teacher)
- Verbal abuse (students / staff)
- Misuse of ICT / Internet
- Offensive language (Repeated)
- Plagiarism
- Cheating in a test
- Any escalation of the above consequences

A C3 sanction is a 25-minute detention or referral to the Head of Department (or KSL in case of Form Tutor incidents) at Break. All DT's should be recorded in the students' planner and recorded on Engage. Please ensure no double bookings of DT's. (First issued DT takes priority).



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Serious Incidents

C4s:

Serious incidents are dealt with by the Key Stage Leader and / or the SLT. These include:

- 3 or more C3's in a half term
- Out of bounds
- Missing HOD detention
- Verbal abuse (repeated / escalated)
- Racist/Homophobic comments
- Bullying / Cyber Bullying
- Truancy (Lesson)
- Theft
- Selling contraband
- Bringing the school into disrepute
- Any escalation of the above consequences

A C4 sanction is a 25-minute detention with the Key Stage Leader at break time. Contact will be made with home. All DT's should be recorded in the students' planner and recorded on Engage. Please ensure no double bookings of DT's. (First issued DT takes priority).

Extremely Serious Incidents

C5:

- These incidents are dealt with by Key Stage Leaders and SLT. They include:
- 3 or more C4's in a half term
- Fighting / Assault / Inappropriate contact
- Alcohol / Drugs / Smoking / Vaping related incidents
- Bullying (Repeated)
- Offensive weapons related incidents
- Violent behaviour towards students(s)
- Violent behaviour towards staff
- Vandalism towards school / others
- Truancy (School)
- Any escalation of the above consequences

N.B. In cases such as **fighting**, both pupils will be dealt with equally, **regardless of who started the fight**. If a student assaults another student, that student should immediately withdraw themselves from the incident and inform the closest member of staff. **Retaliation should not be pursued and will result in the student being punished in a similar fashion to the 'aggressor'**.

Sanctions available include (please see appendix iii for more details):

- Inclusion meeting
- Internal exclusion/suspension (of 1 – 3 days)
- Fixed term external exclusion/suspension (of 1 – 5 days)
- Permanent exclusion

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- Police involvement

Key Stage 5 Common Room Behaviour

Please see the Appendix for a guide on sanctions available specific to behaviour in the Sixth Form Common Room.

Using the 'OnCall' System

If a member of staff requires assistance with an incident or if a student is missing from your lesson and you are concerned about them, you can raise an alarm call using your email.

Staff should send an email to oncall@parkhouseschool.com (this may need to be searched in contacts initially) stating the student's **full name, class and teaching room**. This will alert the necessary staff (Oncall member of staff / admin / School Nurses / KSL / SLT that there is an incident.

Usually, if a student is over 5 minutes late and other students cannot provide information upon their whereabouts, that would be classed as a missing student. Staff should not activate 'Oncall' for missing students before the 5 minute cut off period unless there is a serious concern.

With regards to KS5 students, staff should only use the 'Oncall' system if they are really concerned for a student. If you know they have decided to not attend a lesson, then HOD involvement should be sought after the lesson.

'On-call' should only be activated as a last resort or in case of an emergency. Where possible, departments are encouraged to deal with behaviour incidents within the department.

POSITIVE REINFORCEMENT

Verbal Praise

Pupils are praised regularly during lessons to foster good relationships between staff and pupils, and to focus on building self-esteem and confidence.

Rewards for Perseverance, Resilience, Independence, Dedication & Excellence (PRIDE)

Pupils should be rewarded during lessons, or during the school day, based on the key principles of **PRIDE**. The rewards could take the form of Postcards, House points, Emails of praise or School trips (**PHES**).

Key Stage Leader Certificates

Pupils are awarded house points (in accordance with the system above). Staff record the house points on Engage and form tutors monitor their tutees' progress. At 25 house points, a **bronze** award is awarded in Key Stage Assemblies. At 50 house points, a **silver** award, at 75 house points a **gold** award and at 100 house points a **platinum** award. Form tutors are responsible for keeping track of house points and entering them on the relevant Key Stage spreadsheet.



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Celebrations and Awards or PRIDE Assemblies

Special commendations are awarded termly to pupils for outstanding effort and achievement, for excellent attendance and punctuality, for success in examinations, for sporting endeavours, services to the school, supporting fellow pupils or for any other outstanding achievements throughout the year.

Tutors should encourage students to inform the school of their participation and achievements in activities out of school so that we can celebrate their success in school also.

Awards Ceremony

This is held in the last week of the academic year. Subject awards are presented to the most outstanding student in KS2, KS3, KS4 and KS5.

Student of the Year

This award is to be presented to the best all-round student in terms of effort, attitude, behaviour and achievement. This will normally go to a Y13 student.

PARK HOUSE ENGLISH SCHOOL (PHES) REWARDS:

THE SECONDARY SCHOOL HOUSE SYSTEM

Aim

To increase school spirit through participation in organised activities.

How the system works:

1. All students in the secondary school will belong to one of four houses – **Panthers** (Blue), **Tigers** (Red), **Leopards** (Yellow) or **Jaguars** (Green)
2. Each house will have a house leader who will be a member of staff. All other members of teaching staff will be assigned to a house
3. Each house will have a student leadership team with roles of responsibility to be decided by the head of house. House captains are elected at the beginning of Term 1 and will continue throughout the full academic year
5. Throughout the year, a series of challenges will be set for the houses by various members of staff and points will be awarded to the teams accordingly
6. Individual House points will also contribute to house totals and students will be recognised in PRIDE award assemblies when bench marks numbers of house points have been collected as follows:
 - 100 HPs = bronze award
 - 200 HPs = Silver award
 - 300 HPs = Gold award
 - 400 HPs = Platinum award
7. Regular house meetings are held where each house will have the opportunity to discuss house matters with their house leader, work on the current challenge, select teams for house competitions, etc.

How can I earn points for my team?

The main objective for the students of each house is to earn points for their respective team. This can be done in a number of ways:



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1. Through organised special events where your house will compete against the other houses in competitive events such as sports day
2. Through participation in the house challenges series
3. Through academic work - teachers may award one or more house points to students for reasons such as excellent class work/homework, a high level of effort, outstanding behaviour, helpfulness, etc.
4. Through participation in after-school clubs and activities
5. Through selection for school teams
6. Through participation in charity days, dress-up activities, etc.

Election of House Captains

1. Each house will have the opportunity to nominate their house captains in first term each year
2. It is up to each individual house to run their house election and notify HoS/House Co-ordinator, of the result
3. It would be preferable to have senior students as house captains as house captains have several responsibilities which junior students may find difficult to carry out
4. The house captains operate for the full academic year

House Captain Duties

It is expected that those students elected as House Captains will make every effort to:

- be appropriate role models with regard to behaviour, attitude and academic effort
- encourage the students in their house to participate as fully as possible in house events
- help organise and run special events
- assist their house leader with house meetings
- assist with the tabulation of house points and the upkeep of the House notice board
- be responsible for team selection for house events.

The House trophy will be presented to the House with the most house points.

EVALUATION

This policy has been reviewed and updated by the Pastoral Department in June 2021/.

APPENDICES

- i) PRIDE – Key principles of the school's ethos & PHES Rewards details
- ii) Consequences Ladder
- iii) Sanctions Ladder
- iv) Expectations of Pupils, Staff & Parents
- v) Agreement to be signed by parents
- vi) Detention policy
- vii) Warnings
- viii) Behaviour Policy Offences

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Behaviour Policy Offences

This is not an exhaustive list

C5	Inclusion Meeting	3 or more C4's in an academic year Fighting / Assault / Inappropriate contact Alcohol / Drugs / Smoking / Vaping related incidents Bullying (Repeated) Offensive weapons related incidents Violent behaviour towards student(s) Violent behaviour towards staff Vandalism towards school / others Truancy (School) Any escalation of the below consequences
C4	30 Min DT with SLT (After school on Thursday)	3 or more C3's in an academic year Out of bounds Missing HOD detention Verbal abuse (repeated / escalated) Discriminatory comments Bullying / Cyber Bullying Truancy (Lesson) Theft Health & Safety Breach Selling contraband Bringing the school into disrepute Any escalation of the below consequences
C3	20 Min DT with HOD/KSL	3 or more C1's in student planner Rude behaviour Persistent lateness to lesson / school Silly/immature behaviour (Repeated) Disrespectful to students / staff Offensive language Homework issue (Repeated / Continued issue) Lack of equipment Lack of classwork Use of phone without permission Any escalation of the below consequences
C2	20 Min DT with Teacher / Form Tutor / KSL (WSD)	3 or more C1's in student planner Rude behaviour Persistent lateness to lesson / school Silly/immature behaviour (Repeated) Disrespectful to students / staff Offensive language Homework issue (Repeated / Continued issue) Lack of equipment Lack of classwork Use of phone without permission Any escalation of the below consequences
C1C Classroom	Recorded	Late to lesson Silly/immature behaviour Not following instructions Chewing Devices out
C1P Pastoral	Recorded	Late to school Untucked shirt Excessive make up Excessive jewellery Behaviour during break Incorrect uniform (including shoes and inappropriate skirt length) Chewing Devices out Not following instructions