



**Kendrick School**

**Behaviour Policy**

**Approval Date: June 2016**

**Next Review Date: June 2018**

# Kendrick School's Behaviour Policy

This policy must be read in conjunction with Kendrick School's Inclusion Policy and Safeguarding Policy.

## Aims of the Behaviour Policy

This policy statement is intended for all members of the school's community including teachers, support staff and students. The aim is to ensure that inappropriate behaviour is correctly dealt with and that good behaviour is recognised.

## Behaviours that we aim to cultivate:

Strong attitudes to learning as described in organisation, academic engagement and learning skills descriptors used for whole school reporting; as well as fun, openness, fairness, politeness, regret for poor behaviour, trustworthiness, mutual respect.

## Standards

Our school aims to promote a positive ethos at the heart of which will be the development of good relationships among students, staff, parents and the community. There must be a purposeful working atmosphere; consequently, no one student must be allowed to hinder the learning of another. It is our belief that differences should be valued and all stereotypical views consistently challenged.

## Rewards

The school aims to provide a healthy balance between reward and sanctions. Rewards will be accessible to students of all abilities and praise and appreciation will play a key part in our teaching and learning strategies and marking policies.

Rewards can be acknowledged in many ways such as:

- Praise – verbally to students and to parents, written in reports and in homework diaries
- House Tokens
- Display of students' work
- School newsletter and information sheet
- Public acknowledgement in assemblies, speech day, newspaper articles
- Reporting and profiling follow through by tutors and TLCs, including congratulatory interviews, postcards, prizes.
- Attendance certificates

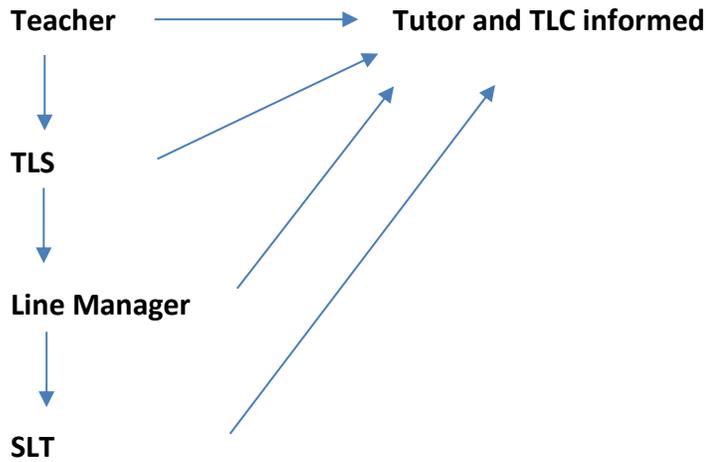
## Sanctions

Sanctions should be consistent, fair and differentiated between serious and minor offences. It should always be made clear to the student what the sanction is for and sanctions need to be used flexibly and take account of individual circumstances. Members of staff should try various strategies and seek advice from their colleagues when dealing with unacceptable behaviour.

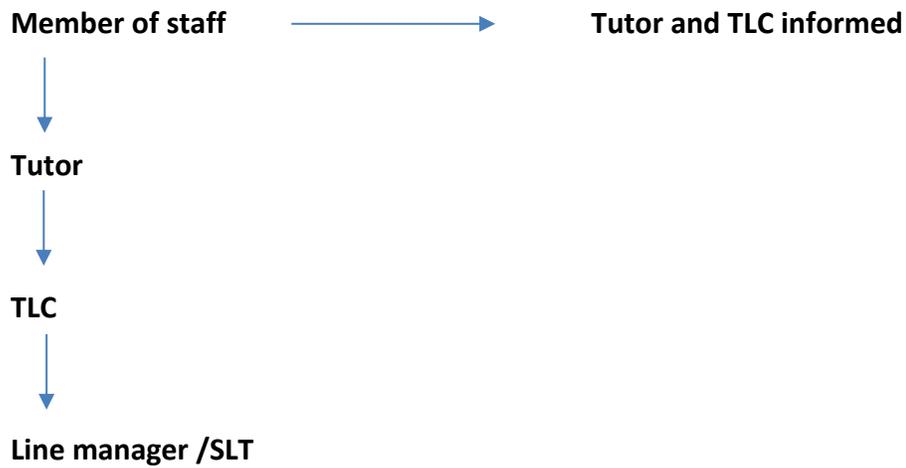
Form tutors and TLCs should be informed about all sanctions by email or in writing.

Parents must be informed before a student attends an after-school detention.

Behaviour issues occurring in a subject should follow this path, in which vertical arrows indicate who is taking action and horizontal and diagonal arrows indicate the passing of information to Tutors and TLCs:



Behaviour issues occurring outside of subject areas should follow this path:



**Suitable actions in response to unacceptable behaviour include:**

- Being spoken to
- Note in homework diary
- Being moved to a different seat
- Writing an apology, taking action to rectify the situation
- Being kept back into a break
- Detention, break or after school
- Community/School service
- Being on report
- Parents being informed
- Parents being brought in
- Exclusion from lessons

Exclusion for a fixed period

Actions taken in response to unacceptable behaviour should clearly documented and put in the student's TLC file and school file as appropriate.

### **Recording Incidents**

All behaviour incidents that are dealt with by a TLC, TLS or member of SLT should be recorded appropriately in SIMs. Any letters that are sent home to parents should be linked to SIMs. If an email exchange with parents becomes sustained then reference to this should also be made on SIMs.

### **Exclusions**

In the rare instance of severe (disciplinary) problems, a student may be excluded from school by the Headteacher. In such cases there is a strict procedure which has to be followed and Kendrick follows the procedure advised by the DfE.

### **School Rules**

All students and their parents are aware of the rules, which are published in the *'Information for Parents'* booklet. See Appendix 1

### **Student Support**

Students are supported by their tutors and all staff in all areas of school life and development. There are many areas of PSHCE, Citizenship and Assemblies that provide advice and guidance on behaviour in school.

### **Staff Support**

Staff have the support of the line management system in all behaviour matters. Professional training for staff is supported by the school.

### **Support for Parents**

Parents are kept informed of the school's expectations of behaviour at parents' information evenings, newsletters, and through home/school communication. If parents are involved in a behavioural issue then strategies are discussed with them that will support them and their daughter.

### **Sixth Form**

The Sixth Form at Kendrick School pride themselves on being excellent role models for the behaviour expected of the younger school community. There student expectations for the sixth form which can be found in the Sixth Form handbook.

### **Resources**

This policy is supported by:

DfES Reviewing a Behaviour Policy ref 0392-2003R

DCSF School Discipline and Student Behaviour Policies, Guidance for Schools

### **Monitoring and Review**

Behaviour in the school is monitored by all staff and recorded by TLCs, TLSs and SLT as described in this policy. Behaviour is routinely monitored through Tutor Team meetings, line management meetings and SLT meetings. Discussions between TLCs and Form Captains, between SLT and various students groups and at school council all feed into the monitoring of behaviour. A bi-annual bullying questionnaire is conducted and analysed.

## Appendix 1

### School Rules

- Students are expected to be courteous and polite to other students and to all staff in school at all times.
- No student below Year 12 may leave the site at any time during the school day, except with the consent of a member of staff or to attend an appointment.
- Students must obey the safety rules laid down by different teaching departments and displayed in practical rooms.
- Dangerous substances e.g. cigarettes, solvents, alcohol may not be brought into school.
- Chewing gum is not permitted in the school.
- Running is forbidden in any corridors or covered ways.
- Use of mobile devices whilst moving around the school is forbidden.

### School Conduct

#### PROPERTY AND MONEY

**NAMING:** All articles of clothing, sports equipment, watches, calculators, fountain pens and other personal equipment should be named as permanently as possible. For information on how and where we should like clothing to be marked please see the uniform section in the "Information for Parents" booklet.

**MONEY:** Money brought to school must be kept on a student's person and not left anywhere on the school premises. Students are advised to bring to school only sufficient amounts of money to pay fares. Where money has to be brought in to pay for equipment, trips etc it is suggested that cheques are used whenever possible and that the money is presented to the member of staff responsible as soon as possible. Money collected from other students on the school premises (eg for charity events) must be done with the knowledge and permission of a member of staff (eg tutor, TLC, SLT)

**VALUABLES:** As well as money (which should be kept in a purse or wallet), valuables are items such as watches and phones. They should be clearly named and kept on the person or securely in a bag. Staff will make provision for valuables to be deposited in a safe place in practical lessons such as P.E. where students' bags have to left elsewhere.

**MUSICAL INSTRUMENTS** must be clearly labelled with the owner's name. Musical instruments must not be left in classrooms at any time. They should be left in the music store in Cedars.

**MOBILE PHONES:** Mobile phones, and other mobile devices such as MP3 players, brought to school must be switched off and kept out of sight at all times during the school day. Year 10&11 students may use their phones during breaks in their tutor rooms. Sixth form students may use their phones in breaks and study periods in suitable locations and not whilst walking around. The school cannot take responsibility for the security of such items; individuals must ensure their safekeeping.

**BORROWING:** It is *forbidden* to borrow another student's personal property. School text books, etc. may only be borrowed with permission of a teacher. All library books borrowed must be checked out.

It is the responsibility of every student who borrows school property (text books, library books, musical instruments, games equipment and anything which is provided on loan by the school for her use) to look after it carefully, mark it with the borrower's name where appropriate, report any damage immediately and return it after use.

## **SAFETY**

**RUNNING IS FORBIDDEN in any corridors or covered ways.**

**EMERGENCY:** In any emergency at break times students should seek assistance immediately from one of the staff on duty; Main School Reception (Sports Hall); General Office or one of the Staff Rooms in Sidmouth House.

**LEAVING THE SITE: No student below Year 12 may leave the site at any time during the school day, except with the consent of a member of staff or to attend an appointment.** Where a student has to leave school to attend an appointment (e.g. Dentist, doctor, music exam) she should have informed her tutor and teachers in advance and must sign the appointments book in reception before leaving and on her return.

**MEDICINES:** Students needing to take medicines of any kind during the school day must take their medicines or tablets to the General Office and leave them in the care of one of the support staff. All medicines *must* be accompanied by a note from parents to explain and confirm the dose. Students should go to the General Office at the appropriate time to take the medication.

**ASTHMA:** Students suffering from asthma and who have been prescribed an inhaler must ensure they have it with them at all times, particularly in lessons such as P.E. when it is most likely to be needed.

**SAFETY: Students must obey the safety rules laid down by different teaching departments and displayed in practical rooms.** In particular, those regulations include wearing overalls and goggles and tying hair back in Science lessons; Tying back hair and wearing protective aprons in Technology lessons; wearing the appropriate kit and securely tied footwear in P.E. lessons.

**JEWELLERY:** Jewellery MAY NOT BE WORN IN SCHOOL AT ALL. No earrings other than one small stud or sleeper per ear are permitted.

**TRAVEL:** Students crossing London Road before or after school must use the pelican crossing. Students are expected to behave responsibly at all times on their journeys to and from school, and make proper use of road crossings

**BICYCLES:** The parents of any student wishing to use a bicycle for coming to school must apply to the school office for a cycle permit and sign the safety agreement form. She will be expected to wear a cycling safety helmet.

**DANGEROUS SUBSTANCES: e.g. cigarettes, solvents, alcohol may not be brought into school.**

The School has a No Smoking Policy

## **BUILDINGS AND GROUNDS**

Games kit may not be worn in the Canteen, or for ordinary lessons unless special instructions have been given by the P.E. staff.

All bags, overalls, P.E. kit etc. must be kept in lockers in the form rooms or taken home.

**Chewing gum is not permitted in the school.**

Quiet must be observed on staircases and in corridors in Sidmouth House, and silence must be maintained in all areas during the examination periods.

No notice of any kind may be put up anywhere in the school by students without permission from a member of staff. Notices must be securely fixed to designated noticeboards,

Students arriving at school after 8.25am are late and must sign the late book, which is kept in Reception, as soon as they arrive in school.

Students must work quietly in the Library at all times. Food and drink may not be taken into the Library, PE areas or the ICT rooms.

Students must observe silence in the corridors on the way to Assembly, during Assembly, and must leave the Hall and Gym in silence afterwards.

All students should use the East Street entrance to enter or leave the school site.

All students are expected to be off the premises, working in the library or waiting in the canteen no later than fifteen minutes after the final school bell, unless they are attending a supervised school activity or club. The library is open until 4.30pm

The school buildings are opened at 7.45am. Students arriving earlier than this, should wait quietly in the Canteen area.

## **LOST PROPERTY**

There is a location for items of Lost Property on the cobbles outside the General Office. Students who have mislaid items of property should look in Lost Property, having first looked carefully in classrooms, PE Lost Property and other possible places. Valuable items should be brought to the General Office where they will be kept safely for a maximum of 6 months, after all attempts to reunite said item with its owner.

Following several reminders that there is a large amount of lost property, at the end of the school year all unclaimed items will be sold or disposed of and the monies paid into School Fund.

PE Lost Property is kept in a box outside the changing rooms by the Gym and also outside the PE Office in the Sports Hall.

Students are expected to make an effort to look in these places and around the school before reporting the loss of items to staff.

In serious cases an appeal can be made in Assembly via form tutors, or through the registers.

In order to control the level of lost property all changing rooms are cleared daily and classrooms and lockers should be cleared at the end of every term.