



Stafford Manor High School

Review frequency (Free/annual/etc.)	Headteacher free to decide.
Date of initial review by Phil Manfredi	September 2019
Responsibility of (FGB/Committee/individual)	Headteacher
Signed by (Richard Lycett - Headteacher)	<i>R Lycett</i>
Next Review date	Autumn Term 2020
Date received by Staff	October 2019

BEHAVIOUR POLICY

The core aim of our behaviour policy is to create an environment where students may work purposefully, feel secure, happy and confident and where relationships between staff and students and between the students themselves are based on mutual respect and tolerance.

Aims

- To seek to promote a respect for learning and to encourage an awareness of education as a lifelong process.
- To create a safe, supportive learning environment in which all members of the school are encouraged to develop their maximum potential.
- To encourage respect for the needs and feelings of others.
- To embrace a philosophy, at both an individual and whole school level, of continuous improvement of standards of learning and behaviour.

Positive Behaviour Management

- If we are to achieve the above aims we believe that everyone in our community must be encouraged to work together positively to achieve them.
- We are committed to developing a positive climate which places learning as the number one priority and realise that we do need to teach good behaviour.
- We believe that a strong ethos of achievement and good behaviour comes from us all working together within a clear framework.
- Every member of staff has a responsibility to uphold the procedures outlined in this policy.

INFORMATION FOR STUDENTS

Behaviour Guidelines

"Everyone has a right to spend their days in a civilized community where we show respect for each other, our property and environment, so that everyone feels safe and secure".

Our "Student Behaviour Checklist" and "Consequence system" outlines what behaviour is expected of students throughout the school.

Student Behaviour Checklist:

- **Everyone has a right to learn in class.**
- **Work to the best of your ability.**
- **Be respectful to all.**

We want you to work hard and concentrate fully in all lessons. To do this you need to follow these simple rules:

- When walking around the corridors do it calmly and stay to the left, giving plenty of room for others to walk in the opposite direction.
- Line up quietly outside the classroom and await the teacher's instructions.
- Check your own uniform:
 1. Top button of shirt fastened.
 2. Tie on
 3. Blazer on.
 4. Correct trousers / skirt.
 5. No headphones showing.
- Wait for your teacher to let you into the classroom and wait to be invited to sit at your desk.
- Bring the correct equipment to every lesson.
- Make sure that you have your correct kit for every PE lesson.
- When the teacher takes the registers reply with either "Present Miss (or Sir)" or "Yes Sir (or Miss)".
- Listen to instructions from your teacher and carry out those instructions at the first time of asking.
- Try your best and work hard.
- Know the names of your teachers and other staff you come into contact with.
- Complete all of your homework.
- Smile and be friendly. Do not put other people down.
- Do not use inappropriate comments or foul language.
- Do not wear your coats or use your mobile phones in or between lessons.
- Do not chew gum, eat food or drink on corridors or in the classrooms.
- Work hard to earn positive comments and rewards. Teachers will always be looking to praise students who are on task, trying their best, progressing and behaving well.
- Be RESPECTFUL, and treat others as you would like to be treated.

STUDENT CONSEQUENCE SYSTEM			
INCIDENT		Action	CONSEQUENCE
1	Intervention	Discussion with the member of staff. Additional support from Behaviour team.	This is an opportunity for the student to improve behaviour.
2a	Verbal warning	Verbal warning in class	Another discussion to further de-escalate the situation and another opportunity for the student to engage. Additional support from the Behaviour team.
2b	Strike #1	Verbal warning in class	This will result in putting the student name on the board.
2C	Department intervention	HOF / Middle leader discusses with student opportunity to improve. And may remove to their classroom.	Faculty consequence
3	Turnaround room	Turnaround for the remainder of lesson (or double) with work.	Lunchtime detention where a resolution will be arranged with the member of staff.
4	Failure to complete the lunchtime detention.	Failure to complete the lunchtime detention may lead to further consequences including a second detention.	
5	Continued failure to complete the lunchtime detention.	A ONE Hour AFTERSCHOOL detention.	
6	Failure to complete the afterschool detention.	Failure to complete the afterschool detention may lead to a PARENT MEETING with The Head teacher / Deputy Head teacher.	
<i>There will be regular contact with students who regularly accumulate incidents and EXITs.</i>			
7	Regular accumulation of incidents and EXITs	Discussions and monitoring will take place via Form tutor, Subject and Faculty, Behaviour team.	Phone calls home, Behaviour reports, Parental meetings, Afterschool detentions, Lunchtime catch-up, possible exclusions, and range of other interventions.
8	Persistent accumulations	Assessment of frequency and range of lessons will direct appropriate discussions.	Behaviour SLT will hold relevant meetings with parents. High frequency in a particular subject will involve HOF.
9	High level accumulation of incidents and EXITs	Will lead to Deputy Head teacher, Head teacher meetings with possible exclusions and other actions and interventions.	
10	Significant accumulations	Head teacher meeting with student and parents in the first instance – and escalated where appropriate.	

<i>Other incidents that may result in a consequence</i>		
1	Uniform	Uniform discrepancies may result in detentions which will either be break time, lunchtime and in some cases isolation, depending on conversations and frequency of the issue.
2	Punctuality	Arriving late to registration and to lessons throughout the day , and particularly after lunch may result in staying behind after school to make up time or additionally break or lunchtime detentions.

Mobile phones

Mobile phones should be on silent at all times, should not be visible in lessons and can only be used for educational purposes when directed to by the teacher. See Appendix 1.

Headphones

Headphones are not to be used in lessons and should not be on show around necks.

Drinks – only water is allowed in lessons.

The Behaviour team may place students on a positive behaviour report, to monitor behaviour on their return to normal lessons. The Behaviour team will remain in contact with parents throughout this entire procedure.

Students whose behaviour causes concern over a number of lessons will be put on a behaviour report. This is designed to monitor behaviour and help the student to get back on track.

The Behaviour Team will also liaise very closely with the Inclusion Team to provide systems of support and modified timetables.

Stafford Manor High School recognises the importance of the Disability & Discrimination Act and will take every opportunity to ensure it is implemented for the benefit of all students, staff, parents and visitors.

This policy should be read in conjunction with:

- Behaviour Principles Written Statement
- Exclusions Policy
- Drugs Policy
- Child Protection Policy
- Staff Code of Conduct
- Anti-Bullying Policy
- Attendance Policy

APPENDIX 1

MOBILE PHONE POLICY

We do not advise students to bring any valuable items to school unless absolutely necessary. In the case of mobile phones, we do not recommend that students bring them to school. However, we understand that some parents feel that if their son/daughter carries a mobile phone, it gives an easy means of communication with home which can be helpful during their journey to and from school.

We have kept the following process as fair and simple as possible.

Unlike some schools, we have decided **not** to ban mobile phones from school altogether. We would rather encourage students to **use them responsibly**.

“See it, hear it, lose it”

Phones must be switched off and remain off (NOT on silent) and out of sight during the following times:

From 8:40 until 11:00 (registration and Lessons 1 and 2)

From 11.15 until 13:20 (Lessons 3 and 4)

From 13:55 until 15:00 (Lesson 5)

Some teaching staff may allow the use of phones in lessons for appropriate learning use. They will make it clear if and when this is and when this part of the lesson ends the **‘See it, hear it, lose it’** rule will again apply.

First Offence.....

- If a phone is seen or heard in a lesson or between lessons, the student will immediately take the phone to the EXIT room.
- They will be given a receipt for it.
- They will take the receipt to the EXIT room after the 3 o’clock bell and retrieve their phone.

Second and subsequent offences.....

- As above but the phone will be collected from the school office, by a parent rather than the student.
- Sanctions will increase accordingly with any repeat offences, and may include handing in the phone to the EXIT room at the start of the day.

Parents and students are also reminded that students should not routinely contact parents whilst in school if there is an issue of illness or other concern. **It is the responsibility of the school to do this**. Likewise parents should not routinely contact students either, by calling or texting within school hours. **Contact must be made via the school office**.