



BEHAVIOUR for LEARNING

Policy

Next to be reviewed: September 2020

This Behaviour for Learning policy has been written by the staff, pupils, governors and parents/carers of Kettlethorpe High School. It acknowledges the school's legal duties under the Equality Act 2010, Education Act 2006 and 2011 and DfE Guidance for Schools on Behaviour May 2012.

The policy should be referred to alongside the following school or LA policies: Anti Bullying, E Safety, Exclusions, Reasonable Restraint, Substance Misuse, Safeguarding, Equality and SEN.

**Kettlethorpe
HIGH SCHOOL**

SCHOOL EXPECTATIONS

- 1 Be punctual & smart.
- 2 Have the correct equipment.
- 3 Be positive about learning.
- 4 Be polite & well mannered to all.
- 5 Behave in a way that nobody is worried by or frightened of.
- 6 Treat others and property with respect.
- 7 Behave in such a way that adults in school can carry out their job effectively.

HOME-SCHOOL AGREEMENT

In choosing to send your child to Kettlethorpe as a parent/carer you agree to:

- Ensure your child attends school everyday on time
- Provide your child with correct uniform and equipment for school
- Communicate with school as and when necessary behaving respectfully in all your dealings
- Support your child in homework and opportunities for home learning
- Support and share in the success of your child
- Support school's expectations, values and policies

Approved by Governing Body: June 2018

Rewards and Competitions

Pupils will be rewarded in many different ways in school. These rewards could be for the following aspects of school life:

- Sustained excellence in lessons
- Sustained effort in lessons
- Improved effort in lessons
- Improved behaviour
- Helping out
- Attendance

Rewards include Merits, Positive Referrals, Certificates, Awards, postcards home, pizza Friday, Pupil of the Month, Hot Chocolate with the Head and reward trips. Each year team will run their own competitions throughout the year based on some of the above rewards.

Celebration Afternoon:

These are held at the end of every academic year for pupils who receive 2 or more Headteacher's Commendations and/or have outstanding attendance. Parents/carers are invited to join us. Other pupils may be invited for specific recognition beyond these two criteria.

Sports Award Evening:

These are held each summer term for Y8 and Y10 pupils to celebrate achievement over 2 years in school.

SUPPORT NETWORKS:

Year Managers: (Mrs Bennett, Mrs Parton, Miss Bell, Miss Hudson): Year Managers are responsible for the leadership of specific year groups. They communicate with parents and carers and lead a team of tutors and support pupils in schools.

Key Stage Leaders (Mrs Hudson-Frost – KS3(Y7, Y8), Mr Douglas - KS4 (Y9,10,11): are responsible for the leadership and management of the key stages named above. They support the Year Managers and Form Tutors.

Diamonds:

A discrete group of pupils with a range of needs are taught in small groups and reintegrated into mainstream lessons at appropriate times. They are assessed using a Boxall Profiling system. This support is linked primarily to emotional health and wellbeing.

SEND Learning Support Assistants:

A key worker will be named for all children who are currently statemented on EHCP or My Support Plan. You will receive a letter naming this member of staff and their contact details where relevant.

Learning Hub:

This is a central area where identified children will be able to work with planned support for certain subjects; this will enhance the learning outcomes for some vulnerable learners. You will be notified if this involves your child.

Trauma-Informed Practice:

Adverse Childhood Experiences (ACE) can have a long lasting impact on a child's mental health and behaviour. At Kettlethorpe High School we are adversity and trauma informed and will always

support pupils and make sense of the experiences they have had. We will always look to make a reasonable adjustment with pupils whilst ensuring high standards of behaviour and consistency are maintained.

Sanctions

3 concerns in planner = Lunchtime detention (25 minutes)

5 concerns in planner = After school detention following day (60 minutes)

Pupil sent to removal room = After school detention following day (30 minutes)

Pupil refuses to go to removal room = After school detention following day (60 minutes)

Pupil refuses to give planner to adult = After school detention following day (30 minutes)

Late after 8.45 bell = Lunchtime detention same day (25 minutes)

Late after 9am = After school detention same day (30 minutes)

Planner not signed for 2 weeks = After school detention following day

Homework not completed* = After school detention following day

**Pupils given chance to hand in next day*

Failure to attend 30 minute whole school detention = 60 minute detention

Failure to attend 60 minute whole school detention twice consecutively = 1 day in Link

Whole School Detention:

Detentions will run every night from 3.05 to 4.05 in TR2 for a duration of either 30 or 60 minutes. Pupils will be issued detentions the following day and Parents will be notified via the pupil planner and are expected to sign the detention sticker in their child's planner. Failure to attend a 30 minute detention will result in it being extended to 60 minutes. Failure to attend a 60 minute detention on 2 consecutive occasions will result in a full day in Link.

Unacceptable Behaviour:

The following are examples of behaviour that are inconsistent with the school's high expectations and are not acceptable at Kettlethorpe High School.

- Lateness/truancy
- Unauthorised use of a mobile phone or electronic device in school
- Disruption to learning or refusal to work

- Failure to wear correct uniform
- Failure to follow adult instructions
- Disrespect for property/theft
- Rudeness
- Violence/bullying/physical or verbal abuse
- Use of tobacco, e-cigarettes, smoking paraphernalia, alcohol or illicit drugs.
- Any behaviour or attitude which we judge to create risk to our community.

Sims Report Card:

Any pupil raising concerns may be monitored using our management Information System (Sims). This will be completed each lesson by staff and monitored by key staff. We will continue to communicate regularly with parents/carers so they are able to support us. Any poor behaviour whilst on report will result in a 30 minute after school detention

Tutor Report - monitored by Form Tutor

Year Manager Report - monitored by Year Manager

Key Stage Leader Report - monitored by Key Stage Leader

SLT Report - monitored by Senior Leader

Attendance/Punctuality Report - monitored by Attendance Officer

Pupil Planners:

Pupils' behaviour, both positive and negative, will be tracked using the Pupil Planner. Pupils must have their planners with them in school every day. Lost, defaced or damaged planners will need to be immediately replaced at a cost of £5.00.

Any pupil who forgets their planner will be given an automatic lunchtime detention. On a third occasion, they will spend a day in Link.

If a pupil has 3 concerns recorded in a week, they will receive a 25 minute lunchtime detention. Any pupil receiving 5 concerns will receive a 1 hour after school detention and parents/carers will be contacted.



The school will recognise those pupils who continue to get it right and Form Tutors will review planners to ensure positive feedback and recognition is given to those who merit it. Parent and carers can track positive and negative behaviour through the planner and are asked to sign it each week to confirm they have seen it. It is the responsibility of your child to ensure this is done.

Classroom Removal:

Pupils will be asked to move to another classroom to complete their work if, in the opinion of the teacher, they are behaving inappropriately and disrupting the learning of others. Pupils will be given appropriate work and are expected to complete it.

Pupil Support Area (PSA):

The Pupil Support Area is used when a pupil has to be removed from a lesson after classroom removal has not been effective. This is normally for a cool off period. Pupils will complete work as normal in this area. Pupils placed in the Pupil Support Area can also be detained at break and lunchtime as a consequence of their behaviour.

Link:

Pupils who create persistent disruption to learning or are involved in incidents not punishable by a Fixed Term Exclusion will be removed from the school community including breaks and lunchtimes.

Pupils will be provided with appropriate work and be given support where necessary. The Link area will run between 8.40am and 3.05pm. Where appropriate key stage 4 pupils will attend maths and English lessons

Step Out:

We are now working in collaboration with several academies and secondary schools in the local area allowing us to send our pupils on a step out for a period of time as an alternative to exclusion. These include including Cathedral, Horbury, Ossett and Becketts. It is the responsibility of parent/carers to ensure pupils placed in offsite provision attend.

Alternative Provision:

The school will also use other offsite provisions (A2C, Aspire 2 Be, Elite, Hunslet Club, UCAN and U-Turns) as an alternative to fixed term exclusion from school. This is because exclusion from school does not involve learning and the use of offsite provision does involve supervised learning. It is the responsibility of parent/carers to ensure pupils placed in offsite provision attend. The school will ensure each of these is quality assured on a regular basis.

Restorative Practice:

Any pupil placed in the Pupil Support Area or Link will be involved with the Restorative Practice Programme.

This offers pupils the opportunity to reflect on their behaviour and take responsibility for their actions. Its main aims are:-

- To engage pupils in taking responsibility for their actions
- To have a positive impact on the pupil, victim, member of staff and school community

EXCLUSIONS

Fixed Term Exclusion:

All decisions to exclude are serious and only taken as a last resort or where a breach of school expectations is serious. On return from exclusion there will be a reintegration meeting with parents/carers and a member of the year team or senior leadership team. Please refer to the schools Exclusion Policy for more details.

Permanent Exclusion:

Guidance from the DfE is as follows:

A decision to exclude a child permanently is an extremely serious one. It will be the final step in the process for dealing with disciplinary offences following a wide range of other strategies that have been tried without success.

There will, however, be exceptional circumstances where, in the Headteacher's judgement, it is appropriate to permanently exclude a pupil. These could include violent behaviour towards others, activation of the firealarm, serious disruption to pupil learning and bringing illegal drugs/weapons into school.

The Headteacher reserves the right to exclude any pupil who puts at risk the health and safety of other pupils or adults in school and who disrupts the learning of others.

This can involve school based and off-site incidents, including one-off incidents. This may lead to permanent exclusion.

Guidance on Banned Items:

Pupils must not bring items or possessions to school which are illegal, inappropriate or dangerous. As all pupils are 16 or under, items include the following, some of which are illegal:

- Cigarettes / tobacco/e-cigarettes/smoking paraphernalia
- Matches, lighters, fireworks or similar
- Alcohol
- Materials which are illegal for a child to have, for example racist or pornographic material
- Drugs or other illegal substances
- Weapons or potential weapons
- Other items deemed inappropriate by the Headteacher

School reserves the right to retain confiscated items which are banned and, where appropriate, destroy or hand to the Police.

School staff can search pupils with their consent for any item which is banned by the school. Further action will be taken in accordance with the assessed risk.

Screening, searching and confiscation - DfE (2012)

Operational Annex:

Behaviour principles during COVID-19

Annex to BfL Policy: June 2020

Context

There is nothing of greater importance than the safety and wellbeing of our pupils and staff at Kettlethorpe High School. To reflect this, and to keep everyone safe, the school's Behaviour for Learning policy sets out a range of expectations about behaviour and sanctions available to the Headteacher in cases of serious breaches. This annex reflects new behaviour expectations which are related to Covid-19 protection measures in school from June 2020.

Principles

Any pupil who commits any serious or persistent breach of the new Covid-19 protection rules may be sanctioned by the Headteacher using the full range of sanctions available, dependent on the seriousness of the breach, up to and including, in extreme cases permanent exclusion.

The Covid-19 protections rules cover the following:

- general hygiene measures
- reporting illness
- arrival to and departure from school
- movement around the school
- use of equipment
- engagement with and conduct towards other pupils and staff members
- safe use of school facilities.

Specific rules relating to each of these categories have been communicated with pupils and may be varied from time to time as circumstances and advice changes.

General hygiene measures

Upon entry to the school all pupils, **must**:

- undertake washing of their hands following the government guidance, for at least 20 seconds with soap and warm water

- wash their hands when instructed to by staff throughout the day, including before leaving school
- bring limited equipment in the form of:
 - ✓ pen / pencil / ruler / eraser / scientific calculator / headphones
- not share equipment
- once finished with equipment, pupils will be asked to clean it and the area they have been working in.

Only a limited number of pupils at a time will be permitted into the toilets, with pupils using cubicles. Pupils must make sure tissues that have been used are binned immediately.

Reporting illness

Any pupil with a new and continuous cough, high temperature or loss of, or change in normal sense of taste or smell (anosmia), must not attend and needs to self-isolate for 14 days. If they are in school, they must tell and report this to a member of staff.

Arrival to and departure from school

When traveling to and from Kettlethorpe High School:

- Those who live 20 minutes or less from school, should walk or cycle as it is much safer than using public transport.
- Bicycles should be placed in the bike store.
- When pupils leave the school site, they should make their way directly home. They must not congregate in large groups.
- Pupils must not meet at Asda, inside or outside, or any other local shops before making their way onto the school site.
- If queuing for any reason please follow social distancing and remain 2 metres apart.

Movement around the school

- Pupils must follow existing one way systems, new one way systems and clear pathways to their learning spaces, toilets, and entry and exit of the building.
- Pupils must remain 2 metres apart at all times.
- Usual expectations of moving calmly, quietly and efficiently must be adhered to.
- Pupils must not move from designated areas given.

- Pupils must stay within the allocated group and not mix with pupils outside of this group.

Engagement with and conduct towards other pupils and staff members

- Social distancing must be followed at all times by staff and pupils.
- Pupils must always strictly remain 2 metres apart from each other.
- Pupils must refrain from touching each other in any format, including hugging or hand shaking.
- Pupils must not participate in any physical activity that has contact or does not allow for the two metre distance to be adhered to.
- No equipment should be shared, for example throwing a ball to one another.
- If asked to wait in a corridor, pupils must ensure 2 metre distances are maintained and wait calmly. There is to be no pushing or touching of another pupil(s).

Behaviour towards others

The school will continue to reward and sanction the behaviours that we value and reject, as per usual practice.

- Pupils must ensure a two-metre distance is kept from others and respect that staff will not come close to them for help and support.
- Pupils must not stand up, move around or exit the classroom without permission.
- The school will operate a zero tolerance on the following behaviours:
 - coughing or sneezing towards another person,
 - touching, in any format, another person,
 - purposely moving within 2 metres of another person,
 - making unwanted comments about Covid-19 which may cause offense or upset.

Uniform

Pupils should wear full Kettlethorpe High School uniform except for ties, as these cannot be washed easily. We recommend you wash the uniform between each school visit.

Consequences

We need pupils to follow the expectations above first time, every time, without hesitation or refusal. During this period there will be no issuing of detentions therefore:

Low level disruption within the classroom will be dealt with by the teacher issuing a first warning, followed by a formal warning. If the pupil continues to disrupt the learning, they will be removed by a member of senior staff who will decide if the pupil should remain in the classroom or are to be removed.

If a pupil's behaviour is deemed high risk, for example, refusing to adhere to safety measures, such as hygiene, social distancing, and behaviour towards others and moving around the school, the following sanctions and disciplinary procedures could be used:

1. Referral to senior leaders.
2. Parents/Carers called to collect child from school immediately.
3. Immediate swap from onsite education offer to online/virtual education offer.
4. Fixed term exclusion.
5. Permanent exclusion.

The following updated documents were consulted when writing this annex.

Covid 19 Implementing Protective measures in education and childcare settings :

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Safer travel Guidance for Passengers

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Exclusions Guidance (update)

<https://www.gov.uk/government/publications/school-exclusion>

Secondary School Guidance:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>