



BEHAVIOUR for LEARNING Policy

Next to be reviewed: September 2022

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.

The 4Rs: We expect all pupils in our community to strive to be resilient, reflective, respectful and responsible.

The infographic is a 2x2 grid. The top-left quadrant is orange and features the text 'Resilient learners:' followed by a bulleted list: 'never give up trying and take risks', 'are able to recover quickly from a setback', 'develop a positive attitude to learning', and 'use staff feedback in order to improve'. Below this is the word 'Resilient' in large white font. The top-right quadrant is blue and features the text 'Reflective learners:' followed by a bulleted list: 'are able to describe their progress', 'learn from feedback, experiences, feelings and responses and can analyse them', and 'think about next steps and set targets'. Below this is the word 'Reflective' in large white font. The bottom-left quadrant is blue and features the text 'Respectful learners:' followed by a bulleted list: 'follow staff instructions first time, every time', 'use respectful language towards others', and 'look after school property and the environment'. Below this is the word 'Respectful' in large white font. The bottom-right quadrant is orange and features the text 'Responsible learners:' followed by a bulleted list: 'take full responsibility for their own actions', 'are ready to learn and prepared with equipment', 'follow the school uniform policy', and 'work with others as part of a team'. Below this is the word 'Responsible' in large white font. The background of each quadrant shows a faded image of students in a school setting.

<p>Resilient learners:</p> <ul style="list-style-type: none">· never give up trying and take risks· are able to recover quickly from a setback· develop a positive attitude to learning· use staff feedback in order to improve <p>Resilient</p>	<p>Reflective learners:</p> <ul style="list-style-type: none">· are able to describe their progress· learn from feedback, experiences, feelings and responses and can analyse them· think about next steps and set targets <p>Reflective</p>
<p>Respectful learners:</p> <ul style="list-style-type: none">· follow staff instructions first time, every time· use respectful language towards others· look after school property and the environment <p>Respectful</p>	<p>Responsible learners:</p> <ul style="list-style-type: none">· take full responsibility for their own actions· are ready to learn and prepared with equipment· follow the school uniform policy· work with others as part of a team <p>Responsible</p>

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
- Outstanding attendance
- Showing resilience
- Improved behaviour
- Helping out

Rewards include merits, positive referrals, certificates, awards, postcards home, pizza Friday, Pupil of the Month, hot chocolate with the Headteacher 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: (Ms Godfrey, 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 – (Y7, Y8), Mr Douglas - (Y9,10,11): are responsible for the leadership and management of the year groups named above. They lead and 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.

Supporting me to Learn Plans

Supporting me to Learn plans will be used as an intervention strategy which will identify concerns and set targets to support the pupil. This will involve all key stakeholders including parents/carers,

Year Managers and the pupil. It may also be appropriate to invite external agencies at certain times.

Trauma-Informed Practice:

Adverse Childhood Experiences (ACES) 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.

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 30-minute whole school 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 30-minute whole school detention. Any pupil receiving 5 concerns will receive a 60-minute whole school detention. Notifications will be sent out to parents and a detention sticker placed in the pupil planner for parent/carers to sign.

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.

**Kettlethorpe
HIGH SCHOOL**

PLANNER EXPECTATIONS

-  Bring your planner to school every day
-  Have your planner on the desk every lesson
-  Use your planner to record attendance and homework
-  Use your planner to review your report and set target grades
-  Keep your planner neat, tidy and free from graffiti

Behaviour and Sanctions

The behaviours and sanctions listed below are not an exhaustive list. Any other behaviours which have an impact on learning or damage the reputation of the school will be sanctioned at a level deemed most appropriate. The behaviours listed are examples that are inconsistent with the schools high expectations.

Behaviour	Sanction
Late to school	30 minute detention
Late to lesson	Concern in planner
No homework	First time = Homework concern in planner Second time onwards = Homework concern in planner and whole school detention (30 minutes)
Removed from classroom (Dept)	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)
3/5 Concerns	3 concerns = 30 minute whole school detention 5 concerns = 60 minute whole school detention
Removed from classroom (Dept)	30 minute after school detention
Removed from classroom (PSA)	60 minute after school detention
Truancy	Link for the rest of the day if period 1, 2 or 3 Link for the rest of the day and following day if period 4 and 5
Defiance	Failure to follow a direct instruction will result in a 30 minute after school detention the following day
Planners	Planner not signed for 2 weeks= After school detention following day
No equipment	Isolated incident = Concern in planner Persistent issues = 30 minute detention
Poor standard of uniform / forgotten uniform	Isolated incident = Concern in planner Persistent issues = 30 minute detention Persistent skirt issue = Have to wear trousers

Missed Detention	1 x missed detention = re-schedule 2 x missed detentions = 60 minute detention Missed 60 minute detention = 1 day in Link
Bullying	After school detention Link Safer Schools Police Officer meeting (PC Vollans) <small>*Restorative Practice Meeting to be held</small>
Graffiti in planner	30 minute after school detention Replace planner at cost of £5

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 will result in a full day in Link.

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 at the various levels of intervention. 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

Classroom Removal:

After following the 3 stage ‘Graduated Response’ 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. Pupils will return at the end of the lesson to have a short restorative conversation with the member of staff. A 30 minute whole school detention will also be issued.

Pupil Support Area (PSA):

The Pupil Support Area is used when a pupil has refused to leave the lesson or for any critical incident. Pupils will complete work as normal in this area. Pupils placed in the Pupil Support Area will be given a 60 minute whole school detention as a consequence of their behaviour. Any pupil removed to the PSA will also have a restorative practice meeting arranged with the member of staff involved prior to returning to that subject area.

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 9.00am and 3.30pm. 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/carer 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/carer to ensure pupils placed in offsite provision attend. The school will ensure each of these is quality assured on a regular basis.

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.

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.

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.

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
- To empower pupils to be reflective and learn from their mistakes

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: January 2021

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 September 2020.

During any further national lockdown, these principles will continue to be adhered to, but will be reviewed regularly based on the local and national guidance.

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
- advice to minimise COVID-19 risks
- travel to and from school
- arrival to and departure from school
- movement around the school and changes to timings
- 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 building and throughout the day all pupils, **must**:

- undertake washing/cleaning hands with soap and water/hand sanitiser following the government guidance
- wash/clean their hands when instructed to by staff throughout the day, including before leaving school
- Follow the 'catch it, bin it, kill it' approach at all times
- bring limited equipment in the form of:
 - ✓ pen / pencil / ruler / eraser / scientific calculator / headphones
- not share equipment where possible

Advice to minimise COVID-19 Risks

Pupils must not attend school if:

- they have CV19 symptoms (a new and continuous cough, high temperature or loss of, or change in normal sense of taste or smell) ,
- they have tested positive for CV19 in the last 7 days

If any pupil develops symptoms in school they will:

- be isolated from the rest of the school community in a designated room
- parents/carers will be required to collect them from school
- Pupils will self isolate for 7 days and the family for 14 days
- follow advice and guidance on testing at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Arrival to and departure from school

When traveling to and from Kettlethorpe High School:

- those who live close to school, should walk or cycle as it is much safer than using public transport
- pupils over the age of 11 using public transport **must** wear a face covering in line with Government guidelines

- pupils must try to maintain social distancing where they can
- 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

Movement around the school

- During transitions and for break times pupils **must** only go to their own zones as detailed below
- 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** maintain social distancing when they can
- 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 year group and not mix with pupils outside of this group

Temporary Timings during CV19

	Year 7	Year 8	Year 9	Year 10	Year 11
Entry onto site	Main Entrance	Caretakers bungalow	Caretakers bungalow	Caretakers bungalow	Main Entrance
Period 1	8:45-9:45	8:50-9:50	8:55-9:55	8:45-9:45	8:50-9:50
Transition 1	15 minute break Zone: Top playground	15 minute break Zone: Top playground	15 minute break Zone: Games playground	15 minute break Zone: Games playground	15 minute break Zone: Games playground
Period 2	10:00-11:00	10:05-11:05	10:10-11:10	10:00-11:00	10:05-11:05
Break	20 minute break Food station:	20 minute break Food station:	20 minute break Food station:	20 minute break Food station:	20 minute break Food station:

	Hall	The Studio	Cafe	Sports Hall	Upper Crust
Period 3	11:20-12:20	11:25-12:25	11:30-12:30	11:20-12:20	11:25-12:25
Lunch	25 minute break Food station: Hall	25 minute break Food station: The Studio	25 minute break Food station: Cafe	25 minute break Food station: Sports Hall	25 minute break Food station: Upper Crust
Period 4	12:40-13:40	12:45-13:45	12:50-13:50	12:40-13:40	12:45-13:45
Transition 4	10 minute break Zone: Top playground	10 minute break Zone: Top playground	10 minute break Zone: Games playground	10 minute break Zone: Games playground	10 minute break Zone: Games playground
Period 5	13:55-14:55	14:00-15:00	14:05-15:05	13:55-14:55	14:00-15:00
Detention Room	Art Computer Cluster	IT4	TR1	TR2	Science Computer Cluster

Engagement with and conduct towards other pupils and staff members

- social distancing should be followed at all times by staff and pupils where possible
- pupils must refrain from touching each other in any format, including hugging or hand shaking
- no equipment should be shared where possible, when it is, it will be cleaned before being used again
- 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 distance is kept from others and respect that staff will not come close to them for help and support.
- 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 a member of staff
- making unwanted comments about Covid-19 which may cause offense or upset

Uniform

Uniform plays a valuable role in contributing to the ethos of school and setting the appropriate tone. Pupils should wear full Kettlethorpe High School uniform, we recommend you wash the uniform regularly.

Behaviour in the Local Community

Pupils represent school from the minute they leave their house in a morning to the moment they get home. With this in mind it is imperative that they behave in a way that does not bring the school in to disrepute. This includes following Government current guidelines including the use of face coverings in shops and on public transport. Pupils may be sanctioned by the school, if we feel their behaviour in the local community is detrimental in any way to the school's excellent reputation.

Consequences

We need pupils to follow the expectations above first time, every time, without hesitation or refusal. The school behaviour policy will continue to be used fully and consistently.

Low level disruption within the classroom will be dealt with by the teacher using the Graduated Response model. Any pupil that is removed will go to a classroom with pupils from the same year group.

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 normal reasonable sanctions and disciplinary procedures will be used.

Whole after school detentions during CV19 will be conducted in separate Year Groups until further notice.

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>

Guidance for full opening: schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>