



## The Brakenhale School

*High Expectations and Challenge for All*



Policy Title

### School Behaviour and Discipline

<b>Date ratified by the FGB</b>	July 2016	<b>For review by:</b>	
<b>Staff Responsible</b>	Headteacher	<b>Implemented by</b>	School Community

<b>Links to other policies</b>	
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#### Rationale

The Behaviour and Discipline Policy meets the DfE requirements as per The Education and Inspection Act 2006: Section 89.

#### The Policy



The Brakenhale School  
**Behaviour Policy**



**Aims**

The purpose of this policy is to fulfil the governors' duty of care to students and employees and to promote high standards of behaviour and attainment. We want students to feel valued as individuals, and to develop self-confidence, pride in their own achievements and a rich variety of interests. The governors, all school staff and students have a mutual responsibility to ensure that the school environment is one in which students and all members of the school community feel safe, valued and can achieve their full potential. School leaders should all staff in managing the behaviour of pupils. This is reflected in the student planner and the policy and practice found in the staff handbook.

**The Home School Agreement**

This is designed to reflect all these statements of School Policy. It is also printed in the front of the Student Planner and issued to all new parents. New parents and carers must sign this document in their induction meeting before their children start the school.

It is split into our expectations for students, staff and parents and sets out what we feel are the values and practice that will combine to maximise a student's sense of well-being and success.

These expressions of the School's core values promote high standards of behaviour for learning.

**Equal Opportunities and Race Equality Statement**

A significant role in this process must involve equal opportunities. The discipline procedures will be reflected in the values and ethos of this policy which are: Brakenhale believes in Equal Opportunities for everyone and is welcoming all staff, students and parents. There is no place here for prejudice or intolerance. We expect all members of the school to show mutual consideration for each other. They should take responsibility for their own behaviour and lead by example.

**Anti-Bullying**

Brakenhale defines bullying as 'A series of actions intended to intimidate, taunt or humiliate an individual or group; or persistent behaviour that results in the individual being intimidated, taunted or humiliated'. The school council states believes: 'Bullying of anyone is not acceptable. We have the right to learn in a friendly, safe and secure environment. We should resolve difficult situations without using violence or aggression'. This means that:

- All members of the school community have the right to learn and work free from intimidation and fear.
- All bullying the school is made aware of will be thoroughly investigated and appropriate action taken.
- Parents of all those directly involved will be informed or consulted by the school

Any member of the staff of the school who suspects or witnesses bullying will inform the relevant Tutor/Head of Year/ Senior Leader at the first opportunity. This is monitored by a senior member of staff who will oversee and manage all incidents defined as bullying as part of our commitment to equal opportunities.

Brakenhale does not tolerate bullying and once identified will use all discipline procedures to ensure that any student who fails to respect this will be dealt with severely.

### **Rewards and sanctions**

The School makes regular use of rewards and praise to promote and reinforce good behaviour and marginalise poor behaviour.

The school will endeavour to share positive news as much as possible between staff, pupils and parents.

A range of sanctions will be used to demonstrate that misbehaviour is not acceptable and that it results in serious consequences for the individual. Sanctions are also used with the intention of deterring other students from similar behaviour. Sanctions used against students should be communicated to parents, where appropriate, although the school does not need their consent for detentions or exclusions.

It is recognised that the application of rewards and sanctions must have regard to the individual situation and the individual pupil and the Headteacher and school staff are expected to exercise discretion in their use. Some students, dependent upon their circumstances, may require a more sensitive approach to discipline and sanctions. Governors expect the School to establish and clearly communicate measures to ensure good order, respect and discipline. They also expect students' and parents' co-operation in maintaining a well-ordered climate for learning.

Governors will not tolerate violence, threatening behaviour or abuse by students or parents. Governors will take firm action against students or parents who denigrate any school staff on or off School premises, engaging external support services, including the police, as appropriate. This can be through a threat to the orderly running of the school, if there is a threat to another pupil or if behaviour threatens the good reputation of the school.

### **Searching and confiscation**

Staff have the power to search students for any item banned under the school rules if the pupil agrees. Staff also have the right to search students without consent where they suspect they have prohibited items such as knives, weapons, alcohol, stolen goods and illegal drugs.

If there is a legitimate reason for a student to be searched and they refuse the school will regard this as defiance and it will be sanctioned accordingly. All prohibited goods found on the student can then be confiscated. While any member of staff can perform a search it is recommended that this be carried out by a head of house or a member of the Senior leadership team. All searches should be with more than one member of staff present, although parents do not need to be informed in advance. (1)

### **Use of reasonable force**

It is unlawful to use force as a form of punishment and staff should avoid any unnecessary physical contact between teaching and support staff with students. In the last resort reasonable force (2) might be used to control or restrain a student who is likely to hurt themselves or others, damage property or cause disorder around the school. This might be when breaking up a fight or stopping some other form of violence. It is generally good practice to let the student's parents know when reasonable force has been used.

### **Allegations made against staff**

Allegations made against a member of staff must be taken seriously and schools should ensure that they deal with them in a fair and consistent way.

If a student makes a false allegation against a member of school staff the school will reserve the right to discipline the student using the full range of punishments available to them.

(1) See DFE non-statutory advice for 'Screening, Searching and Confiscation', 2011.

(2) See DFE guidelines 2011 – 'Use of Reasonable Force'.



**THE BRAKENHALE SCHOOL**  
**BfL Classroom Consequences**



**BfL 1: Lack of subject specific/SEN equipment**

**BfL 2: Lack of work/poor quality of work in lessons**

**Conduct 1: Low level persistent disruption**

**Conduct 2: Lateness to lesson**

1.	Acknowledge/encouragement by the teacher.	
2.	Second Acknowledge/encouragement by the teacher	
3.	Third time for same issue detention (D40) set by teacher  For continued disruption to learning:	Write details of detention in planner and sign.  Student attends D40, recorded by teacher on SIMs as attended. If student does not attend check on SIMs and issue D40. If present re-issue D40 through student planner. Email sent home.
4.	Student sent out from lesson to Head of Department  Detention (HoD 1 <sup>st</sup> detention)	Student sent with note to Head of Department or agreed representative with work. Teacher to email HoD/representative/student reception. Lesson removal logged in planner and D40 issued and put onto SIMs by HoD. Email sent home. HoD to call home and discuss issue and way forward with parent/carer.
5.	Student sent out from lesson to Head of Department  Detention (HoD 2 <sup>nd</sup> detention)  HoY/AHoY involvement	Student sent with note to Head of Department or agreed representative with work. Teacher to email HoD/representative/student reception. Lesson removal logged in planner and D40 issued and put onto SIMs by HoD. Email sent home. HoD to arrange meeting with parent/carer to resolve issue.  Student put on orange report for 2 weeks to monitor the situation. HoY to add to SIMS.
6.	Senior staff detention (S55)	S55 issued by HoD. SLT link to speak to student and contact parent to discuss and resolve issue.  HoD to add to SIMs.
7.	SLT involvement	Parental meeting with SLT link to resolve issue. SLT to add to SIMs



**THE BRAKENHALE SCHOOL**  
**BfL Classroom Consequences**



**BfL 3 : Lack of homework (Teacher to record homework on ShowMyHomework)**

1.	Acknowledge/encouragement by the teacher	Write and sign a non-completion of homework note in the student planner. Teacher to add to SIMs Email sent home
2.	Acknowledge/encouragement by the teacher	Write and sign a non-completion of homework note in the student planner. Teacher to add to SIMs. Email sent home.
3.	Detention (D40 issued by the teacher, 1 <sup>st</sup> time)	Write details of detention in planner and sign.  Student attends D40,  recorded by teacher on SIMs as completed. If Student does not attend, check on SIMs and issue D40, if absent re-issue D40 through student planner. Teacher to add to SIMs. Email sent home.
4.	Still no homework teacher informs HoD Detention (D40 issued by the HoD, 2 <sup>nd</sup> time)	Student attends D40,  recorded by HoD on SIMs as completed. If Student does not attend, check on SIMs and issue D40, if absent re-issue D40 through student planner.  Teacher to add to SIMs. Email sent home.
5.	Detention (D40 issued by the HoD, 3 <sup>rd</sup> time)   HoY/AHoY involvement	Student attends D40,  recorded by HoD on SIMs as completed. If Student does not attend, check on SIMs and issue D40, if absent re-issue D40 through student planner.  HoD to add to SIMs. Email sent home. HoD to make appointment with parent/carer to resolve issue.  Student put on homework report for 2 weeks (monitoring)
6.	Senior Staff detention (S55)	S55 issued, SLT link to speak to student and contact parent to discuss and resolve issue.  HoD to add to SIMs.
7.	SLT involvement	Parental meeting with SLT link to resolve issue. SLT to add to SIMs.



## Guidance on the use of mobile electronic devices

Mobile electronic devices can constitute a potential threat to the achievement of the expected standard of behaviour (which is clearly specified in this policy and our school policies on preventing and responding to bullying and equal opportunities), in the following ways:

- Students phoning and texting each other disrupts teaching and learning;
- Texting can be used to bully other students;
- Mobile devices with a photograph/video capability have been used in other schools inappropriately, threatening the safeguarding, health and well-being of students;
- The public examination boards regard mobile devices as a threat to examination security. If a mobile device is found in an exam room, the student's papers will be cancelled. Mobile devices are normally detected when they go off – and therefore disrupt everyone before they are found;
- They are a fashion item and the cause of much petty crime;
- They are a valuable item which can go missing in school with the consequence of absorbing hours of staff time as they try to establish what has happened.

We understand that there may be times when a parent/carer may want to be able to contact their son/daughter after school, for example in the case of those students who are dependent on public transport. The School permits students to bring a mobile device to school **only** where they adhere to the following expected behaviour:

- Students must not use a mobile phone or any other mobile device anywhere on the school site or on any off-site school activity with one exception. The one exception is where a teacher tells the students they have permission to use a mobile device in the classroom as part of the planned learning activity in the lesson then mobile devices will be allowed provided the student follows the teacher instructions.
- Mobile devices must not be visible at any time but must be switched off, out of sight and kept safely in the student's school bag at all times;
- Students are not permitted to wear or use headphones during the school day;
- Using mobile and electronic devices to photograph or record other students or staff, under any circumstance is not permitted at any time;
- Students who have a genuine need to contact a parent during the day should speak to their Head of Year to get permission to use the student reception phone;
- Mobile devices in school are the students' responsibility at all times. The school does not accept any responsibility for the loss or theft of mobile devices which have been brought onto the school site;
- Mobile devices must be switched off and kept securely in a school bag at all times, ensuring that all alerts and alarms are switched off and not active.

We seek full support from parents in these matters. The School has an established and efficient system for communication, including conveying urgent messages to students and we expect the full support of parents in the implementation of these arrangements. We will continue to ensure safe and responsible use of ICT to protect staff and students, and the following rules apply in everyone's interest. The school reserves the right to examine mobile devices if a member of staff suspects that the expected standard of behaviour has been breached.

### Consequence procedure

If a student is seen with, or using a mobile device, the student will be expected to hand the mobile device over as requested. The mobile device will be taken by the member of staff and handed in to admin/main reception. The mobile device will be placed in an envelope with the student name and year group and put into the safe. If the student has complied with these requests, the mobile device will be returned to them the same day by their Head of Year or Assistant Head teacher. Otherwise parents/carers will be expected to come into school for a meeting with a senior member of staff to discuss the non-compliance of the policy and a more serious consequence will be given. [Please see attached flowchart.](#)

# Governor Statutory Policy

## 1<sup>st</sup> Offence

- Mobile electronic device confiscated and taken to reception
- Confiscating member of staff gives detail to reception who record it on SIMS
- Mobile electronic device handed back at end of the day by HoY/AHoY/SLT

## 2<sup>nd</sup> Offence

- Mobile electronic device confiscated and taken to reception
- Confiscating member of staff gives detail to reception who record it on SIMS
- Mobile electronic device handed back at end of the day by HoY/AHoY/SLT
- Student given a letter for parent/carer stating that next time the Mobile electronic device is confiscated the parent/carer will have to collect the Mobile electronic device

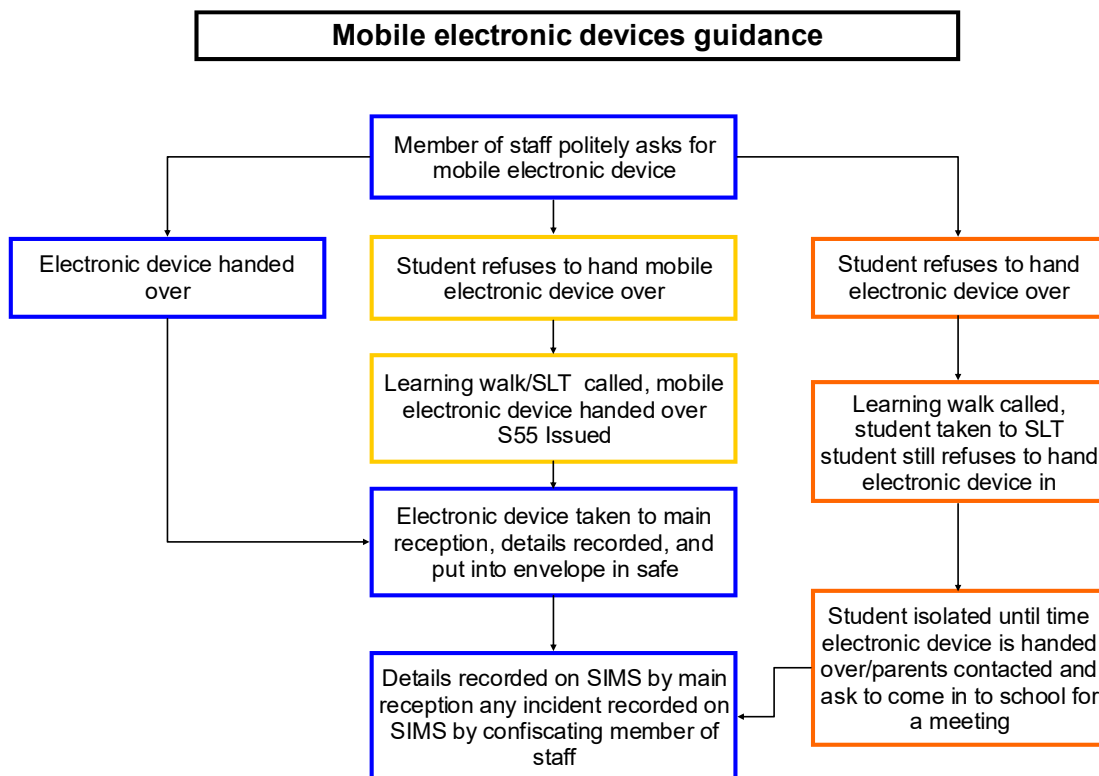
## 3<sup>rd</sup> Offence

- Mobile electronic device confiscated and taken to reception
- Confiscating member of staff gives detail to reception who record it on SIMS
- Mobile electronic device with a letter handed to the parent/carer when they collect the Mobile electronic device. The letter states that next time the Mobile electronic device is confiscated the student will be internally excluded for persistent failure to adhere to the rules of the school
- Student issued with an S55 detention

## 4<sup>th</sup> Offence

- Mobile electronic device confiscated and taken to reception
- Confiscating member of staff gives detail to reception who record it on SIMS
- Parent/carer collects the Mobile electronic device from HoY/AHoY/SLT and receives a letter stating that their child will be internally excluded for the next school day and that a meeting will be arranged with HoY and SLT to discuss the persistent failure to follow school rules
- Student issued with an internal exclusion

## Mobile Electronic Device Consequence Flowchart



**If mobile devices are not seen and not heard they will not be confiscated.**

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