



## **BEHAVIOUR POLICY 2023-24**

Date written: August 2023

Updated: February 2024

Date of next review: August 2024

### **Introduction and aim - the [behaviour culture](#)**

Good order and discipline are essential to the provision of a high standard of education. Effective teaching and learning can only take place in a well ordered environment.

Our school manages behaviour extremely well so we can provide a calm, safe and supportive environment which our pupils want to attend and where they can learn and thrive.

Being taught how to behave well and appropriately is vital for all pupils to succeed personally.

We regard 'disruption' as anything that interrupts teaching and learning at an individual or whole class level

The Math prides itself on being a well ordered school. We pay particular attention to the development of self-discipline, responsibility and courtesy. Our School Rules set out the behaviour expectations upon all pupils, they are relatively few in number but are implemented fairly and without favour.

The principle behind our Behaviour Policy is one of reasonableness and common sense, to ensure the safety and well-being of all pupils and the smooth running of the school.

Sometimes a pupil's behaviour will be unacceptable, falling below the behaviour expectations set out in this policy. Pupils need to understand that there are consequences for their behaviour, and this will involve the use of reasonable and proportionate sanctions, as detailed in this policy.

### **What the law allows**

Teachers can sanction pupils whose conduct falls below the standard which could reasonably be expected of them. This means that if a pupil misbehaves, breaks a rule or fails to follow a reasonable instruction, the teacher can apply a sanction on that pupil, under the provision of Section 91(3) of the Education and Inspections Act 2006.

The school uses detentions as a consequence for behaviour that contravenes this policy and breaches our School Rules. Teachers have the power to issue detention to pupils.

Parents and carers should be aware that parental consent is not required for detentions

Our consequences are designed to promote positive behaviour and create an ethos in which learners feel valued, cared for and safe.

## **Behaviour outside of school premises**

Schools have the power to sanction pupils for misbehaviour outside of the school premises to such an extent as is reasonable.

Poor behaviour and bullying which occurs off the school premises or online and which is witnessed by a staff member or reported to the school will be sanctioned if: it could have repercussions for the orderly running of the school, or it poses a threat to another pupil, or it could adversely affect the reputation of the school.

Our behaviour expectations apply in school; while on the journey to or from school; while involved in any school-organised or school-related activity; when wearing school uniform; when in some other way identifiable as a pupil at the school.

## **Isolation/removal**

Removal is where a pupil, for serious disciplinary reasons, is required to spend a limited time out of the classroom and the playground at the instruction of a member of staff. It may be used as a response to serious misbehaviour. Pupils will spend isolation/removal in designated welfare rooms.

## **Off-site direction**

Off-site direction is when the school requires a pupil to attend another education setting to improve their behaviour. Where interventions or targeted support have not been successful in improving a pupil's behaviour, off-site direction may be used to arrange time-limited placements at another mainstream school.

## **Managed Move**

A managed move is used to initiate a process which leads to the transfer of a pupil to another mainstream school permanently, for the purpose of improving behaviour to help prevent fixed or permanent exclusion. Managed moves are voluntary and agreed with all parties involved.

## **Equality and reasonable adjustments**

The school takes full account of our duties under the 2010 Equality Act. Pupils who have an Education, Health and Care Plan or an identified additional need are expected to follow the behaviour policy, and we will make reasonable, appropriate and flexible adjustments for pupils with special educational needs and disabilities. We closely monitor behaviour incidents and outcomes data by protected characteristic to ensure we are fulfilling our duties under the Act.

## **Searching and Screening**

School staff can search a pupil for any item if the pupil agrees.

The Principal and authorised staff are allowed to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. School staff can seize any prohibited item found as a result of a search. They can also seize any item they consider harmful or detrimental to school discipline.

Searching will take place in a private place with an adult witness. Students will be invited to empty their blazer, coat pockets and bags.

## Communication with parents and students

Our behaviour expectations are shared with parents, when their child joins the school, via the [Home School Agreement](#). This policy is available on our website. The behaviour culture summary is displayed around the school and in Google Classrooms.

**Permanent Exclusion** – will be considered for instances of persistent non-cooperation, physical assault of a member of staff, violent/sexual assault or harassment of another student, involvement with drugs and offensive weapons.

The school regards the following as **very serious misbehaviour**:

- Verbal/physical abuse of staff.
- Child on child sexual violence and sexual harassment, including via mobile phones.
- Conduct that brings the school into disrepute.
- Persistent non-cooperation.
- Carrying an offensive weapon.
- Violent conduct.
- Involvement with illegal substances.
- Bullying – racist, sexist, homophobic/gender-based – in all forms and by all means
- Inappropriate use of the internet (sent and received) that relates to pornography, bullying and language likely to cause offence.
- Smoking on school premises.
- Use of electronic devices, such as mobile phones or Chromebooks, to photograph or record (audio/video) students or staff on the school site, on school trips or school buses.

Involvement in any of the above will be met with serious consequences, including isolation/removal, Saturday detentions, fixed-term and permanent exclusion.

## Consequences and Sanctions AMENDED Term 5 2023-24

For poor work/homework/effort			For poor behaviour														
W1	Lunchtime detention	30 minutes	B1	Strike	Name on board												
W2	Subject teacher after school detention	30 minutes	B2	Referral	30 min after school detention 3.20pm – 4pm next day.												
W3	Subject teacher after school detention	45 minutes		Non-attendance at B2	1 hour after school detention												
W3a	Subject teacher removal of study period (Sixth Form)	55 minutes		B2a Truancy	1 hour after school detention												
W4	Head of Department detention	1 hour	B3	Instances beyond B2	Failure to respond to B2. 1.5 hour after school detention. SLT supervised.												
W5	Head of Department detention	1.5 hours	B3P	One-off instances beyond B2	Handled by pastoral staff. Usually incidents outside lesson time. Head of Year or Head of School detention.												
W6	Refer to HoY		B4	Saturday	2 hours. Failure to comply with sanctions, serious breaches of school discipline or persistent problems												
<div>For work related concerns, not due to poor behaviour or effort</div> <div>S = Support</div> <div>Neutral points award. These are not sanctions but are listed here for convenience and information.</div> <table><tr><td>S1a</td><td>10 minutes breaktime support</td></tr><tr><td>S1b</td><td>10 minutes lunchtime support</td></tr><tr><td>S2a</td><td>30 minutes lunchtime support</td></tr><tr><td>S2b</td><td>30 minutes after school support</td></tr><tr><td>S3a</td><td>1 hour after school support</td></tr><tr><td>S3b</td><td>1 hour support during study period (Sixth Form)</td></tr></table>			S1a	10 minutes breaktime support	S1b	10 minutes lunchtime support	S2a	30 minutes lunchtime support	S2b	30 minutes after school support	S3a	1 hour after school support	S3b	1 hour support during study period (Sixth Form)	B5	Isolation/ Removal	Verbal abuse of a member of staff, persistent non-cooperation, serious incidents of bullying/physical assault, pending the investigation of an incident
			S1a	10 minutes breaktime support													
			S1b	10 minutes lunchtime support													
			S2a	30 minutes lunchtime support													
			S2b	30 minutes after school support													
			S3a	1 hour after school support													
			S3b	1 hour support during study period (Sixth Form)													
			B5 OSD	Off-site Direction	A pupil is required to attend another education setting to improve their behaviour. Where interventions or targeted support have not been successful in improving a pupil's behaviour, off-site direction may be used to arrange time-limited placements at another mainstream school												
			B6	Fixed-term exclusion	In response to a serious breach, or persistent breaches, of the school's behaviour policy and behaviour management framework; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school												
KI & 2: Sports kit warning and sports kit detention.																	

Monitoring processes triggered by the accumulation of behaviour points, and involve carrying a monitoring book or card, reporting daily to the Head of Year, and serving additional consequences if behaviour is below expectation.

Green	Amber	Red	Purple
Late Report	Homework	GCSE	

# Behaviour Expectations: School Rules

**The principle behind these rules is one of reasonableness and common sense, to ensure the safety and well-being of all pupils and the smooth running of the school.**

## **Attendance and Punctuality**

- Pupils are expected to be punctual at all times and to ensure that their attendance is registered.
- Pupils are late if they arrive after 8.30am.
- If a pupil is late it is his or her responsibility to report to Reception / Sixth Form Office to sign the late book.
- Lateness to school will result in a same-day delayed departure of 10 minutes. Persistent lateness will be sanctioned by B2s.

## **Bounds**

- Years 7 to 11 are confined to the site during school hours.
- The following areas are out of bounds:
  - The grass spaces in front of the school (with the exception of walking to lessons)
  - The car park in front of the pavilion.
  - Any areas where cars are normally parked.

## **Conduct**

- Pupils are expected to behave in a responsible manner having due regard for the safety and welfare of others.
- At all times they are expected to be courteous, considerate and co-operative.
- Pupils must never act in any manner likely to bring discredit upon themselves or the good reputation of the school.
- Pupils are to treat others (students, staff, parents, visitors) as they wish to be treated themselves. Behaviour which stigmatises others or is the result of discrimination will not be tolerated.
- The school has a zero-tolerance policy with respect to illegal substances and weapons.
- These rules on conduct apply in school; while on the journey to or from school; while involved in any school-organised or school-related activity; when wearing school uniform; when in some other way identifiable as a pupil at the school.
- Students must adhere to the two IT Acceptable Use Policies ('general' and 'remote learning'), visible on the website and on each year group Google Classroom.

## **Bullying**

- We will be tireless in preventing all forms of bullying (including cyberbullying, prejudice-based and discriminatory bullying) from occurring.
- The school regards bullying as: 'The repetitive, intentional hurting of one person by another. Bullying can be carried out physically, verbally, emotionally or online'.
- Bullying (including bullying related to race; religion or culture; SEN or disabilities; health conditions or appearance; sexual orientation; sexist or sexual bullying and home circumstances) is wholly unacceptable and will not be tolerated.
- The school strives for the prevention of bullying, rather than the reaction to it. Strategies to achieve this include SLT and teacher supervision in the corridors and dining hall at lunch and break time as

well as Prefects on duty around the school. In the classroom, all teachers are vigilant in their prevention of bullying.

- Schools which excel at tackling bullying have created an ethos of good behaviour where pupils treat one another and the school staff with respect because they know that this is the right way to behave. Values of respect for staff and other pupils, an understanding of the value of education, and a clear understanding of how our actions affect others permeate the whole school environment and are reinforced by staff and older pupils who set a good example to the rest.
- We recognise that the way in which pupils relate to one another online can have a significant impact on the culture at school. Negative interactions online can damage the school's culture and can lead to school feeling like an unsafe place.
- Even though the online space differs in many ways, the same standards of behaviour are expected online as apply offline, and everyone should be treated with kindness, respect and dignity.

### **Child on child sexual violence and sexual harassment**

- The safety and welfare of our young people is paramount and we will not accept or tolerate any instances of sexual harassment, or associated behaviours. This applies in school, while on the journey to or from school, while involved in any school activity such as a trip or sports fixture, or while out of school but wearing the uniform, or online.
- We take any allegations or instances of this behaviour extremely seriously and expect and demand that our school is a harassment-free zone.
- Victims can confidentially, comfortably and safely report or disclose any instances of sexual violence or sexual harassment secure in the knowledge that they will be listened to, taken seriously and supported.
- Students can report instances by email to [safeguarding@sjwms.org.uk](mailto:safeguarding@sjwms.org.uk), by email to their Head of Year, by email via any Google Classroom, to their Form Tutor or by visiting the relevant pastoral office.
- The school will not hesitate to apply any relevant and appropriate sanctions or involve other agencies such as children's social care or the Police.

### **Mobile Telephones**

- Mobile phones should remain switched off and must not be used or visible around the school premises.
- This is because we recognise that many children have unlimited and unrestricted access to the internet via mobile phone networks (i.e. 3G, 4G and 5G). This access means some children, whilst at school, have the opportunity to sexually harass their peers via their mobile and smart technology, share indecent images: consensually and non-consensually (often via large chat groups), and view and share pornography and other harmful content.
- Mobile phones, 'smart' phones, tablets or other mobile devices may be used in lessons only at the invitation of the class teacher. No such devices should be used or visible at any other time.
- If pupils make their phones visible, or attempt to use them, during the school day at any time (except in a classroom at the invitation of the teacher), they should be confiscated. The item should be given to the relevant pastoral office (lower, middle, sixth form) who will contact parents. **The phone will only be returned if collected by a parent.**
- Staff are reminded that under no circumstances are pupils permitted to listen to music via a mobile phone or personal music players at any time throughout the school day.

## **Chromebooks**

- Devices must be brought into school every day, fully charged.
- Care should be taken to avoid damage to, or loss of, the device.
- Devices should only be used in lesson time at the invitation of the teacher. They should not be used or visible at break or lunchtime, or in non-classroom areas.
- Devices should not be used to photograph or record (audio/video) any student or staff, or any element of the lesson.

## **Remote Education**

- Our Behaviour Policy still applies to remote learning.
- Chromebooks or other devices should not be used to photograph or record (audio/video) any student or staff, or any element of the lesson.
- For students with a school-issued Chromebook, staff can insist on student cameras being on for all or part of the lesson. Without seeing students, staff cannot check they are working and engaging, and cannot make observations about their appearance, demeanour, dress and surroundings, which are critical from a safeguarding perspective.
- Late arrival to a live lesson is discourteous and disrespectful.
- Staff will require students to submit work periodically but not every lesson.
- Students from other schools should not join live lessons, and SJWMS students should not share the lesson code with non-SJWMS students.

## **Litter**

- Pupils are expected to show concern and take responsibility for the school environment.
- Litter must be placed in the bins provided.

## **Drugs and Offensive Weapons**

The school has a zero-tolerance policy with respect to illegal substances. This applies in school, while on the journey to or from school or while involved in any school activity. Involvement with illegal substances, either through supply, possession or use, is a serious breach of the behaviour policy. As such, pupils who supply, use or possess illegal substances in school, while on the journey to or from school or while involved in any school activity risk permanent exclusion.

The school regards being in possession of an offensive weapon (or replica) to be a serious breach of the behaviour policy. Any pupil who brings an offensive weapon or replica into the school site, or carries one on the journey to or from school, or while involved in any school activity, risks permanent exclusion.

Where necessary, belongings may be searched. This will be in a private place with an adult witness.

## **Social Media**

- Conduct on social media or online, such as poor behaviour and bullying which occurs off the school premises or out of school hours or is reported to the school will be sanctioned if: it could have repercussions for the orderly running of the school, or it poses a threat to another pupil, or it could adversely affect the reputation of the school.
- Pupils must not make reference to school staff on social media.

- Pupils must not post or circulate pictures that have been taken on the school site, and/or show individuals in our school uniform.

## **Dress and Appearance**

School policy is that uniform should be worn by all members of this school. Breaches of dress regulations should be acted upon immediately, if necessary the offender may be sent to the Head of School or Pastoral Supporter. Pupils/students may be sent home to change by a Head of School or Deputy Principal.

Uniform is to be worn by:

- Pupils/students attending school for external examinations during the period when they are excused from regular attendance.
- Pupils/students attending school out of normal working hours (e.g. representing the School in Sports Teams, school functions or Saturday detention).
- Pupils attending school trips.

Authority to vary these conditions rests only with the Principal or Deputy.

- All pupils must wear school uniform that accords with the current published specifications. Uniform must also be worn in an appropriate and suitable manner.
- School uniform regulations apply on the journey to and from school, to sports fixtures and may also apply on official school visits.
- The most up to date uniform information can be found on the school website - <https://sjwms.org.uk/information/uniform/>
- The wearing of any sort of jewellery or earrings apart from watches is considered inappropriate in a school and is prohibited, with the exception of items worn on religious grounds.
- Any pupil who arrives without the correct uniform is expected to report immediately to their Head of Year.

For part of the Summer term (the date being announced each year) pupils/students may be allowed to remove their blazers, or both their blazers and their ties, between 8.25am and 3.10pm on the strict understanding that:

- Assemblies are to be attended in full uniform.
- Pupils/students are not permitted to travel casually dressed between school and home.

Form tutors will make regular checks to ensure that all pupils in their form are wearing the correct uniform in a proper manner. Persistent offenders should be reported to the Head of School. If there is any doubt as to what represents 'correct' then the matter should be referred to the Head of School.

## **Food**

- All meals served on a plate in the Dining Hall must be eaten in the Hall.
- Items from the 'snack bar'/'grab & go', and packed lunches may be eaten in the picnic bench areas or in the Hall.
- Food is available in the café area of the Study Centre and should be eaten only in that area, not elsewhere in the Study Centre.
- **When the field is in bounds, no food of any kind may be taken onto the field.**
- Bags should be placed on racks outside the Hall at lunchtime.



## Movement around the Site

- Pupils are expected to follow regulations of the **One Way Systems** at all times, except during lessons when the system will be suspended ten minutes after the start of each lesson, or during a fire alarm.
- Coats must be removed while sitting in the hall at break and lunch, and while in lessons or inside any classroom or study room as usual, but they may be worn while in corridors.
- Pedestrians must enter and exit the site by the middle and sixth form gate only.

## Transport

- Pupils may only bring bicycles on to the school grounds with the **prior** permission of the appropriate Head of School.
- Permission to bring motor vehicles onto the school grounds must be obtained from Reception.
- On buses, pupils are expected to behave in a sensible and considerate manner.

## Miscellaneous

Pupils are expected to abide by all routine regulations including the following:

- Smoking and vaping is not allowed anywhere in the school or while travelling to and from school or at any other time or place while in uniform.
- Chewing-gum is not allowed in school.
- Alarms, extinguishers, evacuation cradles and the school lifts must not be interfered with.
- Smoking materials including matches and lighters **must not** be brought to school. Such items will not be returned if confiscated.
- Alcohol is not permitted on the school site.
- Energy drinks are not permitted.
- 'Smart' watches are not permitted.
- Motor-cyclists may wear protective clothing over school uniform when riding to and from school, and must by law wear a safety helmet while riding.

## Property

- Pupils are expected to treat personal, private and public property with care.
- Any damage, however it is caused, must be reported **immediately** to a member of staff.
- Valuable items should not normally be brought into school. If in exceptional circumstances a valuable item needs to be brought in, it must be handed into Reception / Office for safekeeping.
- The buying and selling of any articles by pupils on the premises is not allowed.
- Smoking and vaping materials, and alcohol **must not** be brought to school.
- Offensive weapons, including replicas, are strictly forbidden.

## Use of Field

- In good weather the upper level of the field may be used at lunchtime. The cricket squares must be avoided.
- **Eating and drinking is not allowed on the field at any time.**
- Ball games are **not allowed within 15 metres** of the school buildings or the fence alongside Valley View Road.

- The field is the only area in the school where full-size footballs may be used.

### Use of Playgrounds

- Ball games may be played with tennis balls only. Hockey sticks, cricket bats and tennis rackets may not be used.
- Unsupervised ball games may not be played after school.

### Wet Weather

Pupils in Years 7, 8, 9 may remain in the Hall. Pupils in Years 10 & 11 may go to designated classrooms (see duty rotas).

### One Way System

The one way system is designed to ensure that movement around the site is as safe and congestion free as possible. It operates at all lesson change times including registration.

### Main Block

- The front Stairs are **UP** only, while the back stairs are **DOWN** only. At the end of the school day, both sets of stairs are **DOWN**.
- The front stairs near the Lower School Lobby are **UP** only. The rear stairs are for exiting Rooms 604 - 610 and for Sixth Form use only and may be used in both directions (by sixth formers).
- English block front door is **IN** only.
- Da Vinci front stairs are **UP** only
- Science link corridor door in **IN** only.

### Pastoral Monitoring

In order to support students with their behaviour, the following monitoring systems are used:

Green Monitoring	These support processes are triggered by the accumulation of behaviour points, and involve carrying a monitoring book or card, reporting daily to the Head of Year, and serving additional consequences if behaviour is below expectation.
Amber Monitoring	
Red Monitoring	
Purple Monitoring	
Late Report	
Homework Monitoring	
GCSE Monitoring	

## REWARDS

Our emphasis is on the use of rewards as a means of raising levels of attainment, encouraging good behaviour, increasing student's self-esteem and creating a positive learning environment.

## REWARD SYSTEM

### COMMENDATIONS

Commendations can be awarded to pupils in Years 7 to 13. A commendation may be awarded when a pupil provides assistance or makes a commitment above and beyond the expected call of duty, and are available to students in all years. (It is expected that all pupils' behaviour conforms to normal standards and that they will be prepared to assist in a range of activities as a matter of course.)

It is left to the professional judgement of **all** staff, both teaching and support, to judge the worth of the task.

A Prefect Commendation may be awarded to pupils who support the work of School Prefects. Each is worth **1 Merit**

In addition to a normal commendation, pupils may also be awarded a Principal's Commendation'. **This is worth 10 merits.**

### Recording commendations

- a) Commendations are recorded using Bromcom.
- b) Heads of Year will maintain a record of Commendations for the purposes of school reports.
- c) Each commendation is worth **3 merits** and so will contribute towards the House competition.

### MERITS

Merits can be awarded to all pupils. Staff are especially encouraged to give merits in Year 11. A merit may be awarded when:

- a) A pupil's written work (classwork or homework) is of outstanding academic order.  
***N.B.** A piece of work awarded full marks need not automatically qualify for a merit. Evidence would need to be presented to show that the work contained something extra.*
- b) A pupil's practical work is of outstanding quality.
- c) The standard of written/practical work demonstrates that the pupil has made an exceptional effort.

### Recording Merits

A subject teacher awards a merit by using the 'achievement' module in Bromcom.

Where a recommendation for a Principal's Commendation please send the details to the Principal's PA.

## **ACHIEVEMENT CERTIFICATES YEARS 7 - 11**

These are awarded three times a year on the basis of information recorded on **Termly School Reports**. Each Report contains the following categories: working at grade, attitude to learning and behaviour.

Gold and Silver – average points in WAG, attitude to learning and behaviour.

Bronze – average points for attitude to learning and behaviour.

Improvers – based on the largest improvement in average points awarded for all categories.

Progress – based on the largest improvement in average points awarded for WAG.

## **ACHIEVEMENT CERTIFICATES YEARS 12 & 13**

A WAG is given, along with indications of attitude to learning and deadlines per subject. Information in these reports will be used for awards.

In addition, each department will be required to nominate a student for a **Subject Award** to recognise those who have made a particular contribution or outstanding progress.

Certificates to recognise success in external examinations will be awarded when appropriate.

An **Attendance Award** will be made at the end of each year to those students who have maintained 100% attendance throughout the year.

## **PROGRESS GRADES**

These are undertaken three or four (Years 11 & 13) times a year and are part of the school's internal monitoring and tracking process. Staff are able to highlight a concern and give an indication of the current level of work. This information is analysed by Heads of Year and appropriate strategies used where concerns or progress give cause for concern.

## **PRIZES**

At the end of each academic year there will be three Prize Giving ceremonies. These are Year 7 Celebration evening, Junior Prize Giving for Years 8 and 9, and Senior Prize Giving for students in Years 10 and above.

Prizes will be awarded for performance in each subject, academic ability, effort, character and sporting endeavour. This will be measured by information drawn from Termly School Reports.

At the time of completion of the End of Year Report the number of merits and commendations awarded to each pupil is recorded. For the purposes of the House Competition, collection ends one week before the end of the Summer term.

## **SCHOOL COLOURS**

**School Colours (Full / Half)** may be awarded to students in Years 12 and 13 who have competed for the school at a sporting activity, music or drama if they have satisfied the following conditions:-

- a) Above average ability.
- b) Commitment during matches and training or practices/performances.
- c) Regular attendance at training or practice.
- d) Sportsman-like behaviour both on and off the field of play.

**Half colours** may be awarded to Year 11 if they have exceptional ability, having satisfied the above conditions.

**Colts colours** may be awarded to Key Stage 4 students on the basis of merit.

**Full colours** = school crest and blue badges

**Half colours** = yellow badge

**Colts colours** = Colts badge

### **SERVICE TIES**

Service Ties are awarded to pupils in Year 10 and above for outstanding contribution to extra-curricular activities. Awards are made twice a year by the Deputy Principal who seeks nominations from relevant Heads of Department and other staff where relevant. It is normal practice for relevant staff to publish details of their awarding criteria to pupils.