

ST IVO SCHOOL

BEHAVIOUR MANAGEMENT POLICY

Issue date	Date
Reviewed by	Committee
Ratified by Full Governors	Date
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The context within which we establish good positive behaviour at St Ivo is provided by a particular number of School Aims, which is essential to consider before setting down any formal guidelines. These are:

PERSONAL

- to give students an enjoyable experience of School
- to help students achieve personal autonomy
- to help students develop their self-esteem and self-confidence
- to encourage self-discipline
- to develop in students an appreciation of the need for a reasoned set of moral values

SOCIAL

- to encourage tolerance and respect of others, habits of self respect and acceptable behaviour
- to help students understand the multicultural nature of society, to foster respect for those with different religions, beliefs and ways of life, and to develop an attitude which is opposed to discrimination of any form
- to help students recognise their place as members of a community, with all the necessary relationships that this demands.

Putting such aims into practice depends upon the consistent actions of us all. We need to set and expect high standards in all our activities and recognise that relationships at every level are vitally important. All contact with students will contribute to the ethos of the School, whether we are in the classroom, the corridor or in the playground we are 'always on duty' and can expect to interact with students in ways that will undoubtedly influence their behaviour. We need therefore, to:-

- be positive, and always seek to build relationships
- set high standards of speech, manners and dress
- deal with problems. Simply ignoring them can suggest that you condone them
- be consistent, so that no colleague is ever isolated as the only one challenging certain issues
- judge only when certain, always trying to keep calm and sticking to facts
- avoid loose threats that cannot be delivered or which merely pass the problem to someone else
- recognise that removal of privilege is an effective sanction.

In particular, within the classroom, we need to create and sustain a positive, supportive and learning environment. Well prepared, stimulating lessons, generate good responses from students and contribute to behaviour patterns.

IN THE CLASSROOM

Create and sustain a positive, supportive and secure environment. Well prepared, stimulating lessons generate good behaviour.

- arrive before the class and begin on time
- 'meet and greet' the students – ensure that a seating plan is used
- be prepared for the lesson
- aim to motivate and extend all students
- mark work promptly and constructively
- set homework regularly in accordance with the homework timetable and Department policy and guidelines
- get to know students as individuals
- encourage pupils to take responsibility for their own studies

Avoid:

- sarcasm and humiliation
- shouting
- over-reacting
- over-punishment and blanket punishments

THE ST IVO CODE

St Ivo is a large school, which succeeds as a community by all members supporting an agreed code of conduct.

RESPECT: Everyone deserves respect. School property and personal property also need to be shown respect.

SAFETY AND SECURITY: It is a fundamental right for everyone to feel safe and secure when at St Ivo. We seek to avoid risk to ourselves and each other. Bullying and intimidation are not accepted in our community.

TEACHING AND LEARNING: St Ivo promotes a positive learning environment and recognises the value of all forms of achievement. We recognise the importance of praise and support and agree to take responsibility for ensuring teaching and learning are not disrupted by ourselves or others.

RESPONSIBILITY: Each member of the St Ivo community has a duty to take responsibility for their actions.

INVOLVEMENT: We encourage and promote the opportunities for everyone to become active in the community life of the school. This includes clubs, societies, social events and opportunities for good citizenship.

COMMUNICATION: We believe in keeping everyone informed of what is happening in our community. Everyone has a right to be heard and have their views respected.

At all times, we aim to communicate a positive image of St Ivo School.

THE ST IVO GUIDE - RIGHT WAYS TO BEHAVE

We aim to set high standards of behaviour in our school. Learning how to behave is as important to us as all other kinds of learning at St Ivo. It teaches us to be valuable members of the community and prepares us to succeed in life. Learning right from wrong is vital in achieving high standards of behaviour, as is accepting responsibility for how we behave.

What we expect

- Being prepared for work is important as it shows organisation. This involves bringing appropriate things to lessons so we are ready for when learning starts.
- In and around the school, teachers will try to guide and manage students fairly. It is crucial that students show staff the respect they need to do a good job.
- Showing self-control, avoiding violence and using appropriate language are all important parts of working in a community.
- At St Ivo we learn that knowing when to talk and when to listen is a key skill for learning.
- Classrooms at St Ivo are important places of work and should be free of any distractions.
- In a large school like St Ivo it is vital to move around the site and in or out of classrooms safely and considerately.
- At St Ivo we treat school buildings and property with respect because we work here and benefit from having a pleasant, safe environment.

REWARDING THE POSITIVE AT ST IVO

Our school seeks to recognise achievement of all kinds. We foster a culture of success and reward. Those who achieve well in any of our areas of work are noticed and rewarded. We aim to promote a sense of pride in achievement, to build confidence and self-esteem and not to emphasise the positive in our school.

Praise and reward take many forms in our school

- Staff to use the on-line point system. Focus on 4+ to 1-.
- Good work will be noticed and praised. Those exceeding expectations in or outside the curriculum will have their achievements commented on by the Head of Department or by the Head of Year. Special achievements may be recognised by commendations awarded at the end of the year.
- Staff are encouraged to monitor achievements and reward it on a daily basis. This may take the form of the award of merits or stickers, comments in student planners or even more often, in offering well-judged praise in class.

- Records of special achievements or qualities will be kept on file for use in the writing of references and National Progress File for those leaving the school.
- Where appropriate, newsworthy achievements will be reported in the termly newsletter to parents/carers and from time to time these achievements are published in the local press and the articles put on display in school.
- At the end of the school year outstanding achievements in the field of sport, endeavour, attendance, music, history, food technology, drama and entomology and recognised in the whole school assembly with the award of school prizes.
- Displays of praiseworthy work are mounted regularly around the school. We value such displays as a way of acknowledging what is best in the work at St. Ivo.
- Assemblies of year groups are a regular way of highlighting achievements and the positive qualities in our school. This includes commendation certificates at the end of the school year.
- We value achievements outside school too, both as an inspiration to others and as a way of boosting confidence and self-esteem. Such achievements will be logged for inclusion in Records of Achievement or references and may be reported in the school newsletter.

In all these and other less formal ways our aim is to recognise achievement, praise positive qualities and build self confidence and self esteem.

AND WHEN THINGS GO WRONG ...

We all make mistakes - these are part of learning. When we behave in ways that fall below the St Ivo standards we will be judged fairly. Criticisms and punishments will be constructive and help us to behave better. We will be offered ways to support our learning of good behaviour. We will be asked to accept responsibility for our behaviour and to try harder next time. If necessary, the School will inform and involve our parents/carers and will call upon outside support agencies to help if needed.

The on-line points system enables effective communication of all listed issues.

- a. Organisation of work and homework
 - discussion with student
 - communication with Form Tutor
 - communication with parent/carer through planner
 - departmental detention
- b. Punctuality and attendance
 - discussion with student
 - punctuality/attendance report
 - lunchtime reporting system
 - phone call home after 3 days' absence
 - letter home, if a problem persists
- c. Behaviour
 - discussion of the incident with student
 - temporary removal for a 'cooling off' period and/or use of the departmental safe room
 - use of on-line system to record poor behaviour and to inform Head of Department, Head of Year and Form Tutor
 - issue of appropriate sanction, which could include departmental detention
 - daily lesson report and contact with parent/carer

Very serious disobedience, insolence, violent or abusive behaviour will result in:

- use of on call senior management team
- parent/carer involvement
- exclusion approved by the Head or a Deputy

Where appropriate, we will expect a student to rectify the problem or damage caused.

This document should be read in conjunction with the following documents covering more specific aspects of school life:

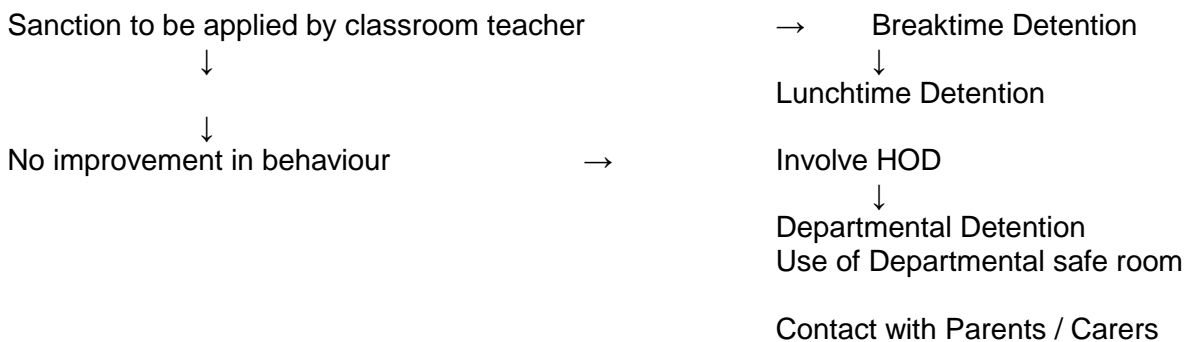
Guiding Principles, Equality Policy, Anti-Bullying Policy, Attendance, Homework Policy, Staff Handbook and Health and Safety Policy

SANCTIONS

St Ivo has a wide range of appropriate rewards and sanctions and all staff need to ensure they are fairly and consistently applied. Our use of the on-line points system will enable monitoring of the balance between rewards and sanctions – for example, how many students in a given period received positive points for completion of homework on time, and how many have had a detention for failing to do so. At St Ivo we need to ensure there is a balance between the use of rewards and sanctions. Praise is used to motivate and encourage students. At the same time, students need to be aware of sanctions that will be applied for poor behaviour.

At St Ivo the following guidelines identify which matters should be dealt with by classroom teachers and those which require referral to a more senior member of staff.

- Low level disruption in classroom initially to be dealt with by classroom teacher. Try not to escalate behaviour; use of short 'cooling off' period outside of room could be used in exceptional circumstances.



Poor behaviour across range of subjects through monitoring of on-line points system. If a student receives a total of -10 points the Form Tutor needs to be involved in discussions with student.

If -20 points is reached then :-

HOY involvement → Interview with student → Contact with parents/carers → On report →

Break / lunch / after school detention → Head's detention

No improvement in behaviour → Involve inclusion team → Complete a SARF
(Single Agency Referral Form)

→ Consideration of support → Pastoral Support Plan for students at risk of exclusion

→ The Bridge

For serious incidents in a classroom use SMT on call system. Student may be removed by SMT on call.

Please also note that the on-line points system is used in determining weekly EMA payments to year 12/13 students.

THE BRIDGE

Students must be referred to The Bridge by the HOY, using a SARF (Single Agency Referral Form). The referral will then be considered by the Inclusion team which is line managed by the Assistant Headteacher who has responsibility for inclusion. If an immediate decision is required in relation to a fixed term exclusion and the students return to school then the HOY and the SMT link may refer.

The Bridge offers support to the following categories of students:

- Individual students who have timetabled provision in 'The Bridge'. Usually would be a maximum of 5 hours over a two week period for a fixed term.
- Students who are being re-integrated back into mainstream.
- An alternative to fixed term exclusions for CP/CIN students.
- Re-integration of students after a fixed term exclusion.

The Bridge is staffed by one Senior Inclusion Worker, and is located in the inclusion area in room 22.

Its main focus is to give an additional layer of support to students who find some of the demands of mainstream education challenging, and are at risk of exclusion.

Guidelines for suspending students from school.

Suspension should only be used when:

- other strategies have been exhausted
- it is the only appropriate sanction

Students should only be suspended by the head teacher. In his absence, deputies might take this responsibility but should always inform the head teacher at the earliest possible opportunity. Under no circumstances should students be suspended unless it has been cleared by the head or a deputy.

A pastoral support plan should be completed.

Statements should be gathered from all staff and students involved.

The Head of Year must be informed and will then ensure that appropriate work is sent home to the suspended student.

Suspension will normally be one of two days maximum duration. Under exceptional circumstances, students may be suspended for up to and including 5 days. After this,

When the student returns to school there should be a return-to-school meeting between the student, their parent/s, the HoY and an SMT member. At this meeting, targets should be agreed for the PSP and a review date set.

GUIDELINES FOR STAFF

We expect all staff at St Ivo to follow the principles within our Guiding Principles and our Code of Conduct documents.

We need therefore to: -

- value students and seek to build positive relationships
- set high standards of behaviour and dress
- be fair and consistent and be positive in recognising achievement
- plan and prepare lessons to motivate and extend all students
- set homework regularly, in line with the Homework Policy
- mark work promptly, constructively and positively in line with the Assessment Policy
- monitor student attendance and punctuality
- communicate concerns and praise to tutors, Heads of Department and Heads of Year
- adopt a duty of care towards the students, remembering that whilst they are at St Ivo we are in 'loco parentis'
- be prepared to make positive contributions to the community life of the school

REWARDS

As a teacher you are encouraged to: -

- recognise and praise good work in class
- Use the online points system and focus on 4 + to 1 -
- write comments regarding awards or achievements in planners and exercise books
- display good work in classrooms and on other departmental display areas
- award merits, praise stickers and commendations in line with criteria for such awards for good achievement and/or effort
- record special achievements and give details to Form Tutors
- highlight special achievements at Year Assemblies
- whenever possible give details to tutors for inclusion in the newsletter
- give details of any newsworthy achievement to Jane Jest for publication in the local press
- give names of outstanding effort or achievement for the End-of-Year Assembly.

Names may also be given in for the Final Assembly under the specified categories.

In year 7/8 certificates are awarded for students that obtain the following points totals.

Bronze 130. Silver 170 . Gold 210. Platinum 300.

In year 9/10/11 Vouchers are awarded for the same points totals.

SAFETY

Staff are expected to: -

- exercise personal responsibility for the safety of themselves and students in their care
- make themselves aware of basic safety evacuation procedures
- report unsafe matters
- ensure all accidents and injuries to any person on the school premises are reported to the school nurse.
- full details of procedures for health and safety can be found in the school Health and Safety Policy
- at all times staff should be aware of their responsibility towards the students.