



Learning that Connects

## BEHAVIOUR GUIDELINES

<b>Policy Date:</b>	September 2020
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<b>Chair of Governors:</b>	David Smith

### **Covid-19 Situation**

Please note this as an amendment to the school's Behaviour Policy that addresses issues arising from the Covid19 pandemic and subsequent staged re-opening of all state schools from April 1<sup>st</sup>.

As the school reopens for more and more students it is incredibly important students follow the directions of staff regarding hygiene, social distancing and general health and safety guidance as we continue to adapt our schools in light of the pandemic.

It must be understood by all parties that the health and wellbeing of our staff and students is of the utmost importance. The guidance below is to protect all staff and students attending Studio West.

Students **MUST**:

- Wear full uniform when attending school so that staff can easily identify students
- Not congregate with friends prior to their arrival in school
- Enter and exit the school as directed by staff
- On entry you will have your temperature taken and you must sanitise your hands
- **Follow all staff instructions at all times**
- Wash their hands in line with government guidance both regularly and for twenty seconds
- Follow social distancing rules by maintaining a two metre distance between themselves and staff
- Move directly to the teaching room on entry to the school and do not loiter anywhere on the way
- Sit in the seat directed by staff
- Bring their own equipment to school
- When borrowing equipment ensure they use the same equipment each day and that no other student uses the equipment
- Ask to use the toilet during teaching time and follow the directions of staff on how to do so safely
- File in and out of the classroom as directed by staff during break time
- Maintain social distancing at all times and observe social distancing rules at break time
- When moving around the corridors students must wear a face mask or display their lanyard if they are exempt
- Leave school promptly and alone when dismissed at the requisite time

Teaching staff will support students to ensure they are taught well and taught safely but students **MUST** follow all of these instructions.

### **Students who fail to conform to any of the above.**

The school will take firm and prompt action to ANY student who refuses to follow the instructions set out above.

- The students will be removed from their teaching room and housed in a holding area
- Parents will be called and asked to remove the student from site or give permission for the student to leave and return home safely
- At this point the school will withdraw the offer of education for this student whilst we discuss behaviour with parents and carers and exclusions will be issued where appropriate
- If a student fails to follow the instruction of a senior leader in attempting to remove a student from site the police will be called

If a student makes any deliberate attempt to spread fear or additional anxiety amongst staff or students at this time by their actions, the school reserves the right to permanently exclude this student.

## **Behaviour Guidelines and Rules**

At Studio West we strongly uphold our motto “Learning that Connects”. From this it follows that good behaviour at school follows the same principles as good or professional conduct in the workplace. On work placements, students should study and follow the employer’s Code of Conduct, just as the school rules must be kept. Students should bring into school their learning about good conduct at work; they should also take to the workplace their learning about good behaviour at school.

### **1. Behaviour for Learning**

- Always do as staff ask.
- Listen to members of staff and others.
- Do not interrupt, shout out or talk over others.
- Hang coats and place bag in an appropriate place not on desks/tables/or on your back.
- Bring basic equipment and homework planner to lessons
- Enter room in an orderly manner and complete a settling activity.
- Sit in the seat assigned to you by your learning coach, as per the seating plan.
- Complete all learning tasks to the best of your ability.
- Complete all homework
- Face the member of staff talking to you.
- Put your hand up to answer or ask a question.
- Value, respect and be kind to others.
- Take pride in your learning area.
- Do not eat or chew gum.

### **2. Around the School**

- Always do as staff ask.
- Walk sensibly on the left.
- Take pride in your school.
- Put litter in the bin; don’t drop it.
- Do not swear.

- Do not run or shout indoors.
- Do not eat or drink outside dining areas (except for plain water).
- Do not gather in large groups as this can interfere with others.
- Do not fight or indulge in horseplay which could lead to something more serious.

### **3. Caring for Others**

- Students should respect and tolerate all differences.
- Do not use racist, sexist, homophobic or any other insulting, bullying and abusive language and behaviour. (see Anti Bullying Policy )

### **4. Mobile Phones**

#### **Mobile Phones – Key Stage 3**

Students in Key Stage 3 must have their mobile phones switched off at all times. They are not permitted to be used at any time of the day including break time and lunchtimes. Phones are allowed to be held in school bags during the day but if they are used at any time, will be confiscated and returned to the student at the end of the day, in the first instance.

The only exception to this is where a member of staff has specifically asked a class/student to use mobile phones for an educational purpose e.g. to photograph their work. In this case, students must switch phones off and put back in their bags before leaving the lesson. If the offence is repeated, the phone will be confiscated and returned to parent or care after an appropriate time. Emergency phone calls can be made from Reception.

#### **Mobile Phones – Key Stage 4 and Post 16**

Students must have their mobile phones switched off and out of view at all times apart from during break time and lunchtimes. During break and lunch times, phones are only permitted in the Common Room, Dining Room and Outside break areas.

The only exception to this is where a member of staff has specifically asked a class/student to use mobile phones for an educational purpose e.g. to photograph their work. Students must switch phones off and put back in their bags before leaving the lesson.

If a mobile phone is seen in school, it will be confiscated and returned to the student at the end of the day, in the first instance. If the offence is repeated, the phone will be confiscated and returned to parent or care after an appropriate time. Emergency phone calls can be made from Reception.

### **5. Smoking**

Studio West has zero tolerance on smoking to promote good health and benefit all site users. If you are caught smoking, or are in the company of others who are caught smoking, sanctions will be applied, parents/carers involved and a smoking cessation programme will be arranged.

### **6. Toilets**

Students should ensure that visits to the toilet take place at break and lunchtime and not during lessons. Students with medical passes are an exception to this.

## **7. Visitors**

All staff should ensure any visitors you bring onto the site sign in at reception. If you see any strangers on site without a visitor badge please tell Reception. Following these guidelines should make Studio West a safer and more pleasant environment for all.

If you see any student behaving in an anti-social way, report it to a member of staff.

## **8. Dress Code**

Students are expected to wear uniform at all times when in school or when representing the school elsewhere, including the workplace, unless the employer requires you to wear different clothing.

Please note that for Health and Safety reasons footwear should be sensible:-

- Shoes must be black, practical and have a sensible heel
- Boots are not allowed
- Apart from a watch and a discreet stud in each ear, the wearing of jewellery is not allowed, and will be confiscated.
- No facial piercings are allowed.
- Hairstyles and makeup should be conservative. Only hair colour which could be natural will be permitted.
- The wearing of any headwear including those that hide the face e.g. 'hoodies', balaclavas and snoods is prohibited on the site, except outdoors when poor weather requires it. The only exception to this is religious headwear.

## **9. Food and Drink**

Studio West aspires to promote healthy living. The consumption or possession of carbonated drinks in school is not permitted. The chewing of gum in school is not permitted.

## **10. Lateness**

The Attendance Officer will make a record of any student who is late. The student will be issued with an after-school detention for the same day. The duration of the detention will equal the number of minutes late. The student must then go straight to their lesson and cause minimal disruption to other students.

## **11. Allegations against staff**

We would encourage students and parents to notify the school immediately of any incident that has caused upset or concern. All allegations made against staff will be investigated under the terms of our Safeguarding Policy. Where professional malpractice has occurred, issues will be dealt with in line with the school's code of conduct. In the event of a malicious allegation, the school has the right to take disciplinary action against the perpetrator of the malicious allegation, which could result in permanent exclusion.

## **12. Use of reasonable force**

Staff are strongly advised to avoid physical contact with all students at all times, except as an essential part of instruction (e.g. some PE activities). However, occasionally situations may

arise where the member of staff may need to use reasonable force to ensure their own safety or that of other members of the school community. In these instances, staff should notify the Principal or Deputy Principal at the first available opportunity and follow up with a written report to them. Key staff have had Positive Handling Training and can be called upon for support in these rare instances.

### **13. Weapons**

The school reserves the right to permanently exclude any student who brings an item into school that could be reasonably construed as a weapon. The item will be confiscated and the police will be called.

### **14. Searching of students**

The school has the right to search any student where there is concern that they are in possession of any item or substance that may endanger the safety of that student or any other member of the school community. Permission to search should be obtained from either the Principal or Deputy Principal. Searches should be carried out discretely in the presence of the Principal, Deputy Principal, Lead Personal Coach or Behaviour Support Manager.

### **15. Off-site / out of school behaviour**

The school has the right to take disciplinary action against a student for misdemeanours that take place outside of school and / or bring the reputation of Studio West into disrepute. This is especially so when a student is wearing school uniform or is in the vicinity of the school or on public transport travelling home.

### **Sanctions for Poor Behaviour for Learning and Commitment**

There are a range of behaviour sanctions that may be employed by members of staff at Studio West. If members of staff do use these they are to be used as strategies to support students to improve their behaviour for learning. Parents and carers should support these strategies as part of the Home School Agreement to work in partnership to support children as they grow and learn.

Sanctions vary in seriousness of consequence dependent on the serious or persistent nature of behaviours that detract a learner from their own learning or other learners.

### **Learning Area Sanctions**

Staff may use a variety of methods to maintain engaged and positive learning these include :- verbal or non-verbal rule reminders, quiet talks, warnings, movement in learning area, kept behind, sent out to cool down or to a colleague's learning area.

If a student persists and is underachieving, it is good practice for staff to discuss the issue with parent/carers.

### **Detention**

When students have failed to listen to warnings and who have persistently disrupted learning or have failed to meet learning expectations they may be detained. This could be:-

Staff Detention – break, lunchtime or after school

School Detention – break, lunchtime or after school

Parents will be informed and given 24 hours' notice if a student is to be detained after school.

### **On Report /Behaviour Contract**

Report is a way of monitoring behaviour, commitment and punctuality on a lesson by lesson basis. Behaviour contracts are used for a longer period and is a contract created, and signed by the student.

Parents/carers will be contacted and the reasons for the report and the aims of the report will be discussed. Parent/Carers will see the report daily and sign it.

Students who persistently fail to meet the expectations of the Studio West Challenge with poor learning behaviour may experience these more serious behaviour consequences:

### **Buddy Schedule**

Occasionally a situation may arise which requires a student to be removed from their usual class and placed with another Learning Coach. All staff should familiarise themselves with the Buddy Schedule which outlines other appropriate classes for a student to move to.

In the case of a more serious incident, staff may judge it necessary to contact the Deputy Principal or Behaviour Support Manager. The Deputy Principal or Behaviour Support Manager would make a judgement as to whether the student returns to their next lesson or is sent home.

### **Fixed Term Exclusion**

Students may be excluded from school premises for short term periods e.g. 1, 3 or 5 days.

Parents will be informed of the exclusion and must attend a reintegration meeting with their child and this will be attended by the Deputy Principal or Behaviour Support Manager.

### **Permanent Exclusion**

Whilst Studio West works hard to avoid this sanction it reserves the right to exercise it when the learning and welfare of students and staff is placed at risk. This is the equivalent of Dismissal from employment.

## **Appendix 1: Support Systems to help students improve Behaviour for Learning**

**Restorative Practice** – Staff will usually attempt to resolve minor incidents by embarking on a restorative conversation. Studio West makes learning and progress a top priority. Therefore, if behaviour issues can be resolved at the earliest time, and before the next lesson, barriers to learning can be de-escalated and reduced and relationships strengthened. This process should adopt a spirit of reconciliation. Student should reflect on the consequences of their actions but also the actions necessary to improve their learning. Staff should not ‘reinvent’ the conflict but approach the discussion in a spirit of solution focus.

The supportive measures used by Studio West to help students change their behaviours will usually require parental support and in some cases consent so there is a common thread with all of these measures of working with parent/carers.

**SEN Register:** Students who are identified as having BESD (Behavioural Emotional Social Difficulties) issues may be placed on the SEN register at either, School Action Plus or Statemented level. They will have an Individual Behaviour Plan produced by the SENCO. The IBP will set out behaviour targets for students and include advice and guidance for staff. In some cases, dependent on individual needs, a student may have extra classroom Learning Support Assistant support.

**Additional Support:** When a student’s behaviour and attendance difficulties are seriously undermining achievement a student may be referred by senior staff to a range of other external agencies including:-

- Educational Psychologists
- Health Service
- Streetwise Counsellor or Catch 22 Advisor
- YOT
- Common Assessment Framework (CAF) – it is expected that a CAF is put in place to establish a ‘team around the child’ that involves parents/carers if a student is at risk of exclusion.

### **Rewards for Achievement and Progress – The Studio West Challenge**

The Studio West Challenge encourages all learners to be:

- Committed
- Caring and Co-operative
- Capable
- Contributing

Learners who rise to the expectations of the Studio West Challenge will be rewarded by the school rewards system:

**Studio West Bonus Points:** Students will earn Bonus points for meeting the Studio West Challenge by having excellent attendance, always trying their best, developing their capability as a learner and demonstrating that they are caring, cooperative and contribute to our community.



**Studio West Stars:** Each lesson, learning coaches will pick one student as their ‘Studio Star’. This can be, but is not limited to, commitment to learning or contribution in class.

## **Appendix 2: Managing Behaviour for Learning – Staff Good Practice Guidance**

The following advice may be especially useful to staff who are new to the school.

### **Consistency**

Studio West is able to achieve high standards and realize high expectations only as long as we accept collective, consistent responsibility and agree on common standards. Apply the Studio West Challenge expectations and school standards rigorously and maintain a professional relationship with students. It is good to be warm and caring in your approach to students, but maintain a professional distance at all times; do not extend or accept inappropriate personal remarks or students calling you by first names or nicknames; it is unwise ever to touch students, except for their safety or your own, or except as an essential part of instruction.

### **Planning for Behaviour for Learning**

Staff should plan for behaviour outcomes. They should plan to make routines and expectations clear and understood. The expectations for behaviour should be fair, consistent, realistic and positive. The coach should plan the behaviour routines and expectations based on each student's starting point and needs. The outline for students on how they can behave should be explicit. An example to illustrate this could be the coach modeling positive and active listening skills, and the acceptable noise level for students embarking on a class discussion. In the same exercise an expectation for one student maybe higher or lower than others. Thus each student is able to make progress from their own starting point.

### **Leading by Example**

We should have high expectations of our students; we expect them to dress smartly and appropriately and take care with their appearance; we expect them to behave with courtesy and respect towards us and other students; we expect them to use good, formal English in the learning area; we expect them to attend regularly, be consistently punctual and meet deadlines. We expect our students to be committed to their learning opportunities.

There are frequent opportunities for staff to demonstrate to students their own smart appearance, courtesy and respect, good English, punctuality and honouring of deadlines and we must offer all these examples at all times, for unfortunately students will follow a bad example as well as a good one; falling short in any of these respects would leave us without moral authority for our high expectations and would make it difficult for our colleagues to support us effectively.

### **Praise and Encouragement**

Praise students generously whenever they deserve it. It has a powerful impact, even on those who are careful not to show it! Use all the opportunities available, both formal and informal.

### **Guidance**

- The way in which students are spoken to sets the tone of the school, so courtesy must be a priority for staff as well as students. Staff should present a calm and reasonable appearance to students and to each other at all times, whatever the provocation.
- Coffee, or any other refreshment, should not be taken into learning areas by staff.

- No member of staff should avert his/her eyes from any situation or incident because it is not their specific responsibility. The discipline of Studio West is a corporate responsibility. This is particularly relevant in movement about the school.
- No outdoor coats should be worn unless the indoor temperature has fallen below an acceptable level.
- No student should ever be allowed to swear or be insolent to a member of staff without being challenged and reported. Anyone accepting insolence as the norm makes life more difficult for everyone else.
- If a serious incident occurs seek help immediately. While applauding the policy that staff should in the first instance attempt to solve their own problems, staff should never be afraid of referring a problem on.

### **The Buddy System and Consistency**

The Buddy System is used when a situation arises that makes satisfactory continuation of the lesson impossible without assistance beyond that which can be provided within learning area. To use the Buddy System, please call Reception who will arrange for the student to be moved to another classroom, preferably with a different year group.

Where more serious behaviours are displayed, Senior Management and the Behaviour Support Manager should be informed at the earliest opportunity. Senior staff will monitor patterns of staff alerts and will use the information to take the following actions:-

- (a) To intervene with students with persistent disruptive behaviour
- (b) To support staff where necessary
- (c) To ensure staff alerts are used consistently and followed up consistently.

### **Monitoring and Evaluation**

The effectiveness of this policy will be reviewed annually. The views of all important stakeholders will be taken into account. The stakeholders that should be consulted are:

- Staff
- Students
- Parents
- Governors
- Employers