



The High School  
Leckhampton

## Behaviour Policy

**Reviewing Member of Staff:** Miss Alice O'Riordan  
**Date updated:** June 2022  
**Review Date:** February 2023

## Contents

1.	Aims .....	3
2.	Legislation and Statutory Requirements .....	3
3.	Definitions .....	3-4
4.	Roles and Responsibilities .....	4-5
	• 4.1 The Governing Body	
	• 4.2 The Headteacher	
	• 4.3 Staff	
	• 4.4 Parents	
5.	Pupil Code of Conduct .....	5
6.	School Rules .....	6-10
	• 6.1 Anti-Smoking	
	• 6.2 Drugs	
	• 6.3 Mobile Phones and Electronic Devices	
	• 6.4 Bullying	
7.	Rewards and Sanctions .....	10-12
	• 7.1 Exclusions / Suspensions	
	• 7.2 Off-site Behaviour	
	• 7.3 Malicious Allegations	
8.	Behaviour Management Strategies .....	12-15
	• 8.1 Classroom Management	
	• 8.2 Pastoral Support	
	• 8.3 Physical Restraint	
	• 8.4 Confiscation	
	• 8.5 Individual Pupil Support	
9.	Pupil Transition .....	15
10.	Training .....	15
11.	Monitoring Arrangements .....	15
12.	Links with other Policies .....	16
	<i>Appendix 1: Anti-Bullying Strategy .....</i>	<i>17-18</i>
	<i>Appendix 2: Pupil Code of Conduct .....</i>	<i>19</i>
	<i>Appendix 3: Expectations for Behaviour in Lessons .....</i>	<i>20</i>
	<i>Appendix 4: Rewards and Sanctions .....</i>	<i>21-22</i>
	<i>Appendix 5: Behaviour Principles Written Statement .....</i>	<i>23-26</i>

---

At The High School Leckhampton we expect the very highest standards of behaviour. We encourage pupils to take responsibility for their own actions, both in and out of school, and to consider their impact upon others. The High School Leckhampton expects its students to attend every day, to come to school in correct uniform, mentally prepared for a day's work with all the equipment needed for the day. There are 4 core elements to our policy: making clear the rules, responsibilities, rights and consequences, so that all pupils have a constructive and consistent experience.

We will utilise *Article 29* (Aims of Education), *Article 28* (Access to Education) and *Article 3* (Making Rights Real) as per the Convention the Rights of the Child

## 1. Aims

This policy aims to:

- Provide a **consistent approach** to behaviour management
- **Define** what we consider to be unacceptable behaviour, including bullying
- Outline **how pupils are expected to behave**
- Summarise the **roles and responsibilities** of different people in the school community with regards to behaviour management
- Outline our system of **rewards and sanctions**

## 2. Legislation and Statutory Requirements

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and Discipline in schools](#)
- [Searching, Screening and Confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)
- [Keeping Children Safe in Education 22](#)

It is also based on the [Special Educational Needs and Disability \(SEND\) Code of Practice](#).

In addition, this policy is based on:

- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written Behaviour Policy and paragraph 10 requires the school to have an anti-bullying strategy
- [DfE guidance](#) explaining that academies should publish their Behaviour Policy and anti-bullying strategy online

This policy complies with our Funding Agreement and Articles of Association.

## 3. Definitions

**Misbehaviour** is defined as:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Disruption on the way to and from school (when wearing school uniform)
- Non-completion of classwork or homework
- Poor attitude
- Incorrect uniform

**Serious misbehaviour** is defined as:

- Repeated breaches of the school rules
- Any form of bullying – including via social media/on the internet
- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Sexual violence, such as rape, assault by penetration or sexual assault (intentional sexual touching without consent)
- On-line sexual harassment such as unwanted sexual comments and messages (including on social media). Sexual harassment, meaning unwanted conduct of a sexual nature such as: sexual comments, sexual jokes or taunting, physical behaviour like interfering with clothes, sharing of rude or semi-nude images and/or videos or sharing unwanted explicit content
- Vandalism
- Theft
- Fighting
- Smoking
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
  - Knives or weapons
  - Alcohol
  - Illegal drugs
  - Stolen items
  - Tobacco and cigarette papers
  - Fireworks
  - Pornographic images
  - Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

## **4. Roles and Responsibilities**

### **4.1 The Governing Body**

The Governing Body is responsible for monitoring this Behaviour Policy's effectiveness and holding the Headteacher to account for its implementation.

The Governors have a responsibility to work in conjunction with the Headteacher at the school to ensure that an appropriate ethos is set and that a moral framework is in place so as to encourage all students to behave positively.

The Governors will satisfy themselves that the prevailing ethos promotes the highest standards of behaviour from students in the school supported by realistic and high expectations of the students by the staff.

The Governing Body has a general duty to ensure that all students have the right to the highest possible standards of care and that the school follows policies to promote good behaviour and discipline amongst students. In matters relating to the regulation of students' conduct the Governors recognise that emphasis should be placed on the prevention of poor behaviour. They also acknowledge the need for early intervention when appropriate. They further recognise that they themselves as Governors, the Headteacher and the staff have a

duty to ensure that the young people attending The High School Leckhampton should not have their education jeopardised by the disruptive behaviour of a minority of students.

#### **4.2 The Headteacher**

The Headteacher and the Pastoral Lead Teacher are responsible for reviewing and approving this Behaviour Policy.

The Headteacher and the Pastoral Lead Teacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

#### **4.3 Staff**

Staff are responsible for:

- Implementing the Behaviour Policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents as directed by the Assistant Head (Pastoral)

The Assistant Head (Pastoral) will support staff in responding to behaviour incidents.

#### **4.4 Parents**

Parents are expected to:

- Support their child in adhering to the pupil code of conduct
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher promptly

### **5. Pupil Code of Conduct**

We have an agreed code of conduct that is summarised as follows:

- Come to school ready to learn, dressed appropriately and properly equipped.
- Behave in an orderly and self-controlled way
- Treat others with kindness and respect and listen to their opinions.
- In lessons, make it possible for all pupils to learn
- Take personal responsibility for our actions.
- Follow the school rules and accept sanctions when given
- Move around the school in a careful and considerate way.
- Look after our own property and that belonging to others and the school
- Refrain from behaving in a way that brings the school into disrepute, including when outside school

*See Appendix 2: Pupil Code of Conduct*

*See Appendix 3: Expectations for Behaviour in Lessons*

## 6. School Rules

The High School Leckhampton expects the highest standards of work and behaviour from all its students. The staff and Governors of the school wish to support the parental body by ensuring that students grow up and learn in a positive environment. These school rules are designed to make it as easy as possible for everyone to learn properly.

We wish to promote good behaviour in the belief that bad behaviour and disruption have no place at The High School Leckhampton. In pursuit of this, our Code of Conduct and School Rules include positive expectations of students as well as several things that students must not do. However, no list can be complete and above all students must remember to use their common sense at all times. Therefore, it is expected that all students: -

- Will read and adhere to the expectations the school has of them in terms of the *Code of Conduct* and *Expectations for Behaviour in Lessons*
- Will be polite and courteous at all times to members of staff, the public and prefects
- Will be polite and courteous to one another and always try to understand other people's point of view
- Will always present themselves smartly and wear correct school uniform properly (including adhering to requirements for jewellery, make up, hair, shaving etc). Full and detailed uniform and rules regarding personal appearance can be found on the school website. Top buttons should always be done up and shirts and blouses should be tucked in properly.
- Will always behave in a way that will bring credit to themselves and the school
- Will be punctual at all times
- Will attempt all class, course and homework to the very best of their ability
- Will accept without argument or answering back what their teachers, non-teaching staff or prefects request or tell them to do
- Will use appropriate language and avoid swearing and making offensive remarks including those which are racist, homophobic, sexist or discriminatory in nature
- Will report to the School Office if they arrive late, feel unwell or need to leave for an appointment
- Will stay on the school site at break times and lunch times. In very exceptional and urgent circumstances a student might need to leave the school site. This will only be allowed on production of a written and dated request from a parent/guardian which must be countersigned by the appropriate member of the Pastoral Team. Such permission will only be given very rarely and exceptionally and will not be given routinely or as a matter of right.
- Will only go into areas of the school or the school field where they are allowed to be

- Will cycle in a correct and responsible manner, wearing a helmet and ensuring the bicycle has working lights, paying particular attention in the areas where the school buses are arriving/leaving and only using the designated areas for bicycles
- Will walk sensibly around the school, keeping to the left in corridors and on stairs
- Will ensure that litter is placed properly in litter bins, both in classrooms and in all other spaces around the school e.g. playgrounds, corridors etc
- They must not bring chewing gum into school or eat chewing gum at any time during the school day or on any school based activity
- They must not drop litter, and if they do so, they must pick it up and put it in a bin; students who eat packed lunches must also ensure that any rubbish is put in a bin and the area left in a clean and hygienic state. Where appropriate, recycling bins must be used
- They must not eat during lesson times
- They must not bring into school electronic equipment or high value items that may distract themselves or others
- They must not use their mobile phone whilst on the school site unless specifically requested to by a classroom teacher. They should be switched off at all times and in the bottom of their school bag. If a pupil is seen using a mobile phone it will be confiscated and parents will be contacted to collect it at a time convenient to the school
- They must not be aggressive or violent, either physically or verbally
- They must not threaten, intimidate or bully any other person, nor pick on or ignore others, which can be just as harmful
- They must not have in their possession any potentially dangerous objects, weapons or replicas of weapons etc (e.g. knives, guns etc)
- They must not smoke in school or whenever in school uniform, or involved in any school-based activity including trips nor must they bring into school cigarettes, matches, lighters, e-cigarettes or other similar devices
- They must not bring into school or cause to be brought into school any alcohol, tobacco or vaping products, nor should any alcohol, tobacco or vaping products be consumed by students whilst they are in school uniform or involved in any school-based activity
- They must not bring into school or cause to be brought into school any illegal or potentially harmful substances (e.g. drugs including cannabis or other substances which can be used for inhaling or "sniffing"). NB Where medicinal substances need to be brought into school for genuine health reasons the Pastoral Lead Teacher's permission must be given

## 6.1 Anti-Smoking

The whole school is a smoke free area including those areas which are used by the public in the evening; the terms “smoking” and “smoke free” shall be considered to refer to e-cigarettes, vaping products and other such devices as well.

Staff are expected to set an example and act as non-smoking role models during the course of their professional duties.

Pupils are informed of the dangers of smoking via assemblies and the PSHE programme. If caught smoking the school will follow its sanctions policy

## 6.2 Drugs

The school recognises that the availability of illegal drugs, combined with their potentially harmful and damaging effects, requires a clear statement in its own right.

The purpose of this section is to ensure that there is no drug misuse by pupils of The High School Leckhampton.

A Drug is defined as ‘A substance people take to change the way they feel, think or behave.’

This includes:

- All illegal drugs
- All legal drugs, including alcohol, tobacco, volatile substances, ketamine, khat and alkyl nitrites
- All over the counter and prescription medicines

Drug misuse is defined as the non-medical use of drugs that are only intended for use in medical treatment, and the use of drugs that have no accepted medical purpose. Such drugs are controlled under the Misuse of Drugs Act 1971. The Act does not cover solvent misuse. (Solvent misuse is nevertheless proscribed by the School Rules.)

The school’s position is as follows:

- The school has a zero-tolerance approach to the use and possession of illegal substances and/or related paraphernalia, irrespective of quantity. Illegal drugs are regarded by the school as being seriously harmful substances with which it is wrong for pupils to involve themselves. The school recognises that it has a duty of care towards the health and safety of the whole school population and will take action to safeguard their wellbeing. The school’s primary area of influence is over pupils during the school day, but the school hopes that the advice and guidance given in relation to drugs will extend into the private lives of its pupils as well.
- Under no circumstances should pupils involve themselves or others with illegal drugs at any time when they are in school uniform or involved in a school-based activity. Drug related activity includes possession, supply (irrespective of whether a profit is involved or not) or use.
- Bringing illegal substances on the school site or causing such substances to be brought on to the school site, are extremely serious offences which will be dealt with firmly by

the school. The school will also contact appropriate authorities such as the police. The school reserves the right to impose sanctions which may vary depending on the severity of the offence, including fixed term suspension or permanent exclusion even for a first offence.

- Our approach will be made clear to students on appropriate occasions, e.g. via Assemblies, the School Rules and, when necessary, when appropriate opportunities arise, in other pastoral or curriculum-based activities.
- Staff will be given training about what to do in the event of discovering a substance they suspect to be harmful, illegal or requiring further investigation.
- Information about students involved in drug related incidents is dealt with on a 'need to know' basis and at the discretion of the Headteacher. Teachers directly involved with the delivery of Drug Education in Personal and Social Education will be provided with appropriate training. At all times and in all circumstances all staff must pass on information to the Assistant Head (Pastoral). The school recognises the importance of increasing drugs awareness amongst its students as a means of preventing drug use and possession.
- The school acknowledges the importance of its pastoral role in the welfare of young people and through the general ethos of the school will seek to persuade students in need of support to come forward. On appropriate occasions outside agencies with particular expertise will be invited into the school to address students, either formally or informally (all visitors will be 'vetted').

### 6.3 Mobile Phones and Electronic Devices

Mobile phones/electronic devices must not be used in school. Any mobile phone/electronic device in plain sight will be confiscated and only returned to the appropriate parent/guardian who will need to collect it from the school office. Any mobile phone or other device that is brought into school is entirely at the risk of the pupil. The school will not be responsible for any loss or damage to the device. In the event of an emergency the school office is happy to pass urgent messages on to students so that the use of a mobile is NEVER necessary within school.

Whilst it may be appropriate for headphones to be used with computers e.g. Language work, under no circumstances should they be worn around the school site.

### 6.4 Bullying

**Bullying** is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting, threatening behaviour
Physical	Hitting, kicking, pushing, taking another’s belongings, any use of violence
Prejudice-based and discriminatory including: <ul style="list-style-type: none"> <li>○ Racial</li> <li>○ Faith Based</li> <li>○ Gendered (sexist)</li> <li>○ Homophobic/biphobic</li> <li>○ Transphobic</li> <li>○ Disability based</li> </ul>	Taunts, graffiti, gestures or physical abuse focussed on a particular characteristic (e.g. gender, race, sexuality etc)
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

The High School Leckhampton is committed to providing a caring, friendly and safe environment for all our pupils, so they are able to learn in a safe and secure atmosphere. Bullying of any kind is unacceptable. Details of our school’s approach to preventing and addressing bullying are set out in our anti-bullying strategy.

*See Appendix 1: Anti-Bullying Strategy.*

## 7. Rewards and Sanctions

We believe that pupils respond best to praise and reward. As a school we will celebrate the success of our pupils. We will look for opportunities to reward pupils for their engagement in all aspects of the curriculum including sport, music and drama, using events such as assemblies and an annual Prize Giving to formally acknowledge their efforts. When sanctions are issued, they will be reasonable in relation to the offence and will allow the student to maintain their respect. However, we believe that by regularly drawing attention to our expectations for the highest standards of behaviour we will establish a very positive ethos where pupils can learn effectively and that encouraging good behaviour is, in the long term more successful than castigating bad behaviour. Our expectations are made clear to pupils and parents via visits to Primary Schools by our staff, visits to The High School Leckhampton by Year 6 pupils, by the Home School Agreement and in the Prospectus. They are reinforced regularly in school assemblies, by form tutors and in lessons.

Positive behaviour will be rewarded in a number of ways, including verbal praise, Epraise points, letters or phone calls home to parents, and special responsibilities/privileges.

The school may use one or more of the following sanctions in response to unacceptable behaviour:

- A verbal reprimand
- Sending the pupil out of the class
- Expecting work to be completed at home, or at break or lunchtime
- Detention at break or lunchtime, or after school
- Referring the pupil to a senior member of staff
- Letters or phone calls home to parents
- Agreeing a behaviour contract
- Putting a pupil on report

*See Appendix 4 Rewards and Sanctions.*

### **7.1 Exclusions/Suspensions**

On occasion the Headteacher may exclude/suspend a student from membership of the school for a fixed term period. Examples of the sort of unacceptable conduct which might lead to an exclusion/suspension are: verbal abuse to staff, students and others, including homophobic, sexist, racist or other comments of an offensive or discriminatory nature; physical abuse or attacks on staff or students; threats of violence to others; indecent behaviour; damage to property; misuse or supply of illegal drugs or other substances (e.g. alcohol or tobacco); theft; sexual abuse or assault; carrying an offensive weapon (even if it is claimed that it is for purposes of self-defence); arson; disruptive behaviour; defiance or failure to comply with school rules and bringing the school into disrepute.

This is not an exhaustive list and it is the responsibility of the Headteacher to make a judgement about the appropriateness of sanctions and it is not a matter of negotiation with parents. On rare occasions permanent exclusion may be appropriate. This will usually be as a last resort or for persistent bad behaviour, but the school reserves the right to exclude permanently a student for a first offence of a sufficiently serious nature. In cases of permanent exclusion or of fixed term exclusions parents will be informed of their right to make representations to the Governors. When imposing an exclusion, the school will be mindful of the prevailing guidance (currently Exclusions from Maintained Schools, Academies and Pupil Referral Units in England, 2017) issued by the DfE on exclusions.

*See Exclusions & Suspensions Policy* available on our website.

### **7.2 Off-Site Behaviour**

Sanctions may be applied where a pupil has misbehaved off-site when representing the school, such as walking to and from school or on a school trip.

Pupils must behave themselves as they travel to and from school. We expect all students to adhere to the following while commuting to school:

- Their uniform is worn correctly
- They behave courteously to members of the public
- They are polite and show respect for their fellow pupils
- They do as they are asked by staff

Pupils are considered to be part of the school during their commute to and from school and whenever they are wearing the school uniform. Staff may patrol the surrounding area at lunch times and before and after school to ensure that behaviour follows the high expectations of The High School Leckhampton. Pupils are subject to the same sanctions for misbehaviour while travelling to and from school and/or while wearing the school uniform as they are subject to while in school. Where a pupil brings the school into disrepute, even outside of school, that pupil may be sanctioned.

Sanctions may also be applied where a pupil has misbehaved off-site at any time, whether or not the conditions above apply, if the misbehaviour:

- Could have repercussions for the orderly running of the school
- Poses a threat to another pupil or member of the public
- Could adversely affect the reputation of the school

Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of the staff member (e.g. on a school-organised trip).

### **7.3 Malicious Allegations**

Where a pupil makes an accusation against a member of staff and that accusation is shown to have been malicious, the Headteacher will discipline the pupil in accordance with this policy.

Where a pupil makes an allegation of sexual violence or sexual harassment against another pupil and that allegation is shown to have been deliberately invented or malicious, the school will discipline the pupil in accordance with this policy.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (in collaboration with the local authority designated officer, where relevant) will consider whether the pupil who made the allegation is in need of help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate.

Please refer to our ***Child Protection and Safeguarding Policy*** for more information on responding to allegations of abuse.

The Headteacher will also consider the pastoral needs of staff accused of misconduct.

## **8. Behaviour Management Strategies**

It is an important part of our practice to motivate children by reminding and encouraging them about what they do well. The carrot of praise is a key element in our strategy and all staff are expected to actively recognise good behaviour and intervene positively at an early stage before poor behaviour becomes a major issue. Knowledge of the individual child and his or her background is an important part of any decisions made about him or her. Thus, any behaviour management strategy is personalised and although any student exhibiting similar difficulties is likely to be treated consistently in line with school policy, the strategies employed may be different.

Our approach is characterised by an attempt firstly to understand the precise nature of the behavioural difficulties and secondly to set in motion a plan of action that hopefully will lead to significant improvement. This strategy is usually overseen by a member of the pastoral staff responsible for the student concerned.

The predominant ethos of the school is one where there is a strong expectation that all students want to and will behave well. This is encouraged and reinforced in a variety of ways throughout a student's time at The High School Leckhampton, via assemblies, tutors, teachers and is supported by the positive tone and atmosphere we seek to create in the school and by the huge range of opportunities that are on offer.

When needed specific support or personal (and sometimes group) guidance can be arranged e.g., detentions, withdrawal from lessons, behaviour management work, individual behaviour plans and pastoral support plans. This might involve the voluntary use of a Target Card where a student is given or negotiates specific targets and is given immediate feedback at the end of each lesson on his or her performance in relation to these targets. In addition to the Home School Agreement under certain circumstances a student may be given a behaviour contract with very specific clauses agreed between home, school and the student. Alternatively, a student's curriculum may be altered with increased opportunities for approved vocational learning and/or work experience. External agencies such as the Education Welfare Officer (EWO), School Nurse, Education Psychologist, Medical Education Team etc are used as appropriate.

Where a child, in spite of our best efforts and the use of the strategies suggested above, including (usually) the involvement of home and if appropriate external support, continues to misbehave, the school's referral and disciplinary procedures will be invoked. At this stage suspension/exclusion, temporary or permanent, may come into play. Often before any such exclusion occurs a warning letter of consequent exclusion will have been sent. Of course, much depends upon the nature of the offence or offences concerned. A very serious matter may lead to a pupil being permanently excluded with immediate effect. However, the intention of our approach is to give the child every opportunity to conform to what is acceptable.

### **8.1 Classroom Management**

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the classroom. There is no hard and fast formula for creating the ideal environment but well-structured lessons, delivered with good humour and pace at a level the pupils understand, help to create an atmosphere where learning takes precedence over boredom and disruption.

They will:

- Create and maintain a stimulating environment that encourages pupils to be engaged
- Display the pupil code of conduct or their own classroom rules
- Develop a positive relationship with pupils, which may include:
  - Greeting pupils in the morning/at the start of lessons
  - Establishing clear routines
  - Communicating expectations of behaviour in ways other than verbally
  - Highlighting and promoting good behaviour
  - Concluding the day positively and starting the next day afresh
  - Having a plan for dealing with low-level disruption
  - Using positive reinforcement

## 8.2 Pastoral Support

The pastoral team at The High School Leckhampton leads the Behaviour Policy. The team is formed in the following way:

- Headteacher
- Assistant Head (Pastoral) (DSL)
- Tutors

The tutors are the first port of call for all pastoral issues. Tutors meet their tutor groups each day. Pastoral issues are usually dealt with by the tutor, but for bigger issues, they can be passed up the ladder of the pastoral team.

Effective pastoral support will be delivered in a variety of ways. The tutors are always available to support pupils with any issues they may encounter and the tutors will know their tutees well and can offer significant support and guidance. For more complicated issues, the Assistant Head (Pastoral) can meet with a pupil and offer support and guidance.

There are a number of support strategies that might be employed including:

- Regular discussions one-to-one
- Completing an individual support plan
- Meeting with parents to discuss how to help the pupil
- E-mail contact with home about issues
- Involvement of outside agencies for additional support, such as Children & Adolescent Mental Health Services (CAMHs), Teens in Crisis, Families First, Social Services etc.
- Counselling can be offered to pupils who feel they would benefit

**More details about all this support can be found on the school website.**

## 8.3 Physical Restraint

In some circumstances, staff may use reasonable force to restrain a pupil to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint must:

- **Always be used as a last resort**
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents

## 8.4 Confiscation

**Any prohibited items found in pupils' possession will be confiscated.** These items will not be returned to pupils.

We will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to pupils after discussion with senior leaders and parents, if appropriate.

Searching and screening pupils is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

## 8.5 Individual Pupil Support

The school recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The school's special educational needs co-ordinator will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

The school will anticipate likely triggers of misbehaviour and put in place support to try to prevent them.

## 9. Pupil Transition

To ensure a smooth transition to the next year, pupils have transition sessions with their new teacher(s). In addition, staff members hold transition meetings.

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at the start of the term or year. Information on behaviour issues may also be shared with new settings for those pupils transferring to other schools.

## 10. Training

Our staff are provided with training on managing behaviour, as part of their induction process.

Behaviour management will also form part of continuing professional development.

## 11. Monitoring Arrangements

This Behaviour Policy will be reviewed by the Headteacher, Assistant Head (Pastoral) and Local Governing Body annually.

## 12. Links with other Policies

This Behaviour Policy is linked to the following policies and documents:

- *Exclusions & Suspensions Policy*
- *Child Protection and Safeguarding Policy*
- *Anti-Bullying strategy: Appendix 1*
- *Attendance Policy*
- *Home-School Agreement*

---

### ***Rights Respecting School Statement***

*The contents of this policy have been reviewed taking into account The High School Leckhampton's responsibilities as a Rights Respecting School. In particular, our commitment to the following articles of the Convention of The Rights of The Child:*

***Article 28: (Right to Education):*** *The Convention places a high value on education. Young people should be encouraged to reach the highest level of education of which they are capable.*

***Article 29: (Goals of Education):*** *Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others, human rights and their own and other cultures. It should also help them learn to love peacefully, protect the environment and respect other people.*

## Appendix 1: Anti-Bullying Strategy

Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to speak to staff and parents knowing that incidents will be dealt with promptly and effectively. We are a TELLING school - anyone who knows that bullying is happening is expected to tell the staff who will listen and respond.

The High School Leckhampton will undertake to create a positive ethos to try and prevent bullying occurring. We recognise that bullying takes place in many walks of life and that all schools experience some bullying. It is our experience that bullying also exists outside of school hours and that often the root cause of bullying is to be found out of school, perhaps involving disputes between families. Because of this, it may not always be possible for the school to “solve” every situation to the satisfaction of everyone involved, but the school accepts that it has a responsibility to do its best to find a resolution, even when out of school factors are involved.

### Policy Objectives

- All staff, Governors, pupils and parents should have an understanding of what bullying is
- To make clear that bullying will not be tolerated
- To ensure clear procedures for reporting bullying are understood and followed
- To preserve everyone’s right to be happy and ensure any instances of bullying are addressed

### What is Bullying?

Bullying can be displayed in different ways; it may involve a nasty one-off incident or occasional incidents, or it may also be a prolonged or sustained “attack” on one or more students by one or more other students. Most often Bullying is the repeated use of any behaviour intended to hurt another person, resulting in pain and distress to the victim.

• <b>Type of bullying</b>	• <b>Definition</b>
• Emotional	• Being unfriendly, excluding, tormenting, threatening behaviour
• Physical	• Hitting, kicking, pushing, taking another’s belongings, any use of violence
• Prejudice-based and discriminatory including: <ul style="list-style-type: none"> <li>• Racial</li> <li>• Faith Based</li> <li>• Gendered (sexist)</li> <li>• Homophobic/biphobic</li> <li>• Transphobic</li> <li>• Disability based</li> </ul>	• Taunts, graffiti, gestures or physical abuse focussed on a particular characteristic (e.g. gender, race, sexuality etc)
• Sexual	• Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
• Direct or indirect verbal	• Name-calling, sarcasm, spreading rumours, teasing
• Cyber-bullying	• Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

## **Procedures**

All allegations of bullying will be taken seriously by the school. However, just because bullying is alleged, it does not mean that it has taken place. Bullying issues are rarely simple and often involve counter-allegations.

Our general approach is to discuss the matter with both parties, bring them together and insist on the perpetrator seeing the other person's point of view. Sometimes the no blame approach is used, sometimes negotiation and sometimes sanctions. The aim is always to bring about a permanent solution to the problem whenever possible. This may mean helping the bully as well as the victim.

1. Incidents of bullying must be reported to tutors (or the nearest member of staff if appropriate). This can be via email/phone/face-to-face.
2. In serious cases the incidents will be referred on to the Assistant Head (Pastoral) teacher who will interview pupils involved, contact parents and record the incident.
3. The bullying behaviour and threats of bullying must immediately stop. The Assistant Head (Pastoral), tutors, parents and victims must liaise closely to ensure this happens.
4. An attempt will be made to help the bully to change his/her behaviour.
5. In persistent cases exclusion will be considered.

## **Prevention**

All staff receive bullying training and can spot the signs of bullying and know the school's processes regarding how to deal with it. PSHE sessions, tutorials and assemblies are avenues to heighten awareness of bullying and procedures to counter it. Friends of victims have a responsibility to talk to staff if the victim is reluctant to do so.

Pupils may indicate by signs or behaviour that s/he is being bullied. Parents and staff must be aware that these are possible signs and should pass on their concerns if a child:

- is unwilling to go to school
- becomes withdrawn or depressed
- regularly has clothes or books destroyed
- becomes disruptive or aggressive
- starts stealing money
- is frightened to say what is wrong
- begins to do badly in school work
- attempts suicide or runs away
- self-harms

Any information or concerns will be taken seriously by the school.

We ask pupils and parents to keep us informed of the good as well as any bad news once the problem has been resolved and we will check from time to time with pupils themselves.

Pupils will complete a questionnaire each year which gives the school a picture of any issues regarding bullying.

## **Appendix 2: Pupil Code of Conduct**

At The High School Leckhampton we have high expectations of each other's behaviour on or off the premises. This helps us to work together. This code of conduct shows what we expect of each other.

### **Come to school ready to learn, dressed appropriately and properly equipped**

- Arrive on time for school and lessons
- Wear the correct uniform neatly with shirt tucked in and no make-up
- A maximum of one stud per ear, worn in the lobe, is the only acceptable jewellery
- Coats should only be worn at appropriate times
- Prepare for lessons and bring all you need for them
- Stay in the correct areas of the school grounds
- Behave politely and respectfully when travelling to and from school

### **Treat others with kindness and respect and listen to their opinions**

- Speak and act towards others in a way that will not offend
- Listen to others' opinions- everyone is an individual
- Treat others the way you would like to be treated
- Respect the feelings and property of residents when travelling to and from school
- Promptly report any unkindness to your tutor or other member of staff

### **Take personal responsibility for your actions**

- Deal with conflicts without violence
- Tell the truth - own up if you do something wrong
- Keep promises

### **Follow the school rules about mobile phones**

- Phones must be turned off and kept at the bottom of pupils' bags
- Headphones and earphones must be kept out of sight, in pupils' bags
- Always get permission from a teacher before contacting home

### **Move around the school in a careful and considerate way**

- Walk on the left-hand side of the corridors and obey any one-way system
- Be calm around the school grounds and keep to paths
- Go to lessons promptly
- Open doors for others
- Be safe

### **Look after our own property and that belonging to the school and others**

- Respect and take care of other peoples' work on display
- Return anything that you borrow
- Hand anything you find to the office
- Put all rubbish in a bin and recycle wherever possible
- Do not bring chewing gum into school
- Only eat in the dining room or outside the buildings

**We are committed to being a safe and healthy school where anything unlawful is also unacceptable.**

### **Appendix 3: Expectations for Behaviour in Lessons**

We all have a responsibility to make sure that we can all learn well in lessons. The following list shows what we **must** do:

#### **Start of Lessons**

- Enter rooms in an orderly manner and go straight to your workplace
- Take off and put away any outdoor wear (not on desks)
- Take out books, pens and equipment
- Put bags away (not on desks)
- Remain silent during the register (except when your name is called) and/or when the teacher is starting the lesson

#### **During Lessons**

- When your teacher talks to the whole class, remain silent and concentrate
- You must have pen, pencil, ruler, diary and any books or folders needed
- Always try your best and be enthusiastic about the task given.
- You are expected to work sensibly with your classmates, do not distract or annoy them
- If you arrive late without justifiable cause you must expect to make up the work missed or carry out any other sanction the teacher requires of you
- Homework must be recorded in your student planner, handed in on time and done to the best of your ability
- Eating and chewing gum are not allowed. If caught, you will have to empty your mouth and hand in any food
- Except where otherwise stated (e.g. in ICT rooms), you may bring non-glass bottles of water into the classroom providing that there is a proper bottle top so there is no danger of spillage and disruption. No drink other than water is allowed
- Mobile phones and other electronic devices, magazines or other distractions are not allowed. They will be confiscated
- You must not leave a lesson without permission from a teacher

#### **End of Lessons**

- Bells and clocks are not signals for you. They are to inform your teacher
- You should not begin to pack away or put on outdoor wear until your teacher tells you to do so
- When told, stand and push in or put up your chairs. Any litter should be picked up
- Only when your teacher finally tells you to go may you leave the room
- Finally, but most importantly, teachers are in the position of parents/guardians while you are in school. This means in particular that:
- There is no excuse for rudeness, disrespect or insolence towards teachers or any other person in the school. Any reasonable request from a teacher or other person in authority should be carried out at once and without argument

**Intentionally breaking any of these basic rules will be treated as a very serious matter.**

## **Appendix 4: Rewards and Sanctions**

We believe that students respond best to praise and reward. We have a clear system of rewards that is summarised below.

### **Rewards**

Teachers will use Epraise to record and keep track of the great things students do in and out of school. The system works by teachers awarding a point whenever they recognise that a student has done well in one of the following categories:

1. Effort in class
2. Effort in homework
3. Effort in revision
4. Effort in extra-curricular
5. Good organisation
6. Helpful acts
7. Independence
8. Initiative
9. Resilience
10. Attendance and punctuality

In addition to the categories above, any effort grades on interim reports of 1\*, 1 and 2 will be translated into points and recorded on Epraise. Students also receive one point for every week that they have 100% attendance and punctuality. Teachers can also award virtual badges to recognise achievements such as being a member of a school club or volunteering for a local charity.

When students reach a certain number of points, a milestone is achieved. For example, students receive a bronze award for achieving 50 points and a silver award for reaching 100 points. Milestones increase in steps of 50 points until the highest milestone is reached – platinum (needing 300 points). Students will be issued with a certificate at the end of each academic year to reflect the milestone they reached.

The points students earn also contribute to the success of the houses. At the end of every term, the house with highest number of average points per student is awarded a Cup at the final assembly.

Points are reset at the start of every academic year so that students can have a fresh start. It is hoped that some students will achieve platinum in every year that they attend The High School Leckhampton.

The system is completely transparent for students and parents – they can log on to Epraise to review the points and badges awarded.

Positive behaviour will be rewarded in a number of additional ways, including verbal praise, letters or phone calls home to parents, and special responsibilities/privileges.

### **Sanctions**

We recognise the need for a range of carefully measured sanctions to reinforce our expectations when students let themselves down:

1. The classroom teacher deals with initial problems with reprimands, extra work or detentions
2. Work related problems may involve Subject Leads

**3. Referral slips** are used to alert tutors to problems arising with pupils in their groups. Slips are given to tutors who record and inform the Assistant Head (Pastoral) when necessary.

**Additional work/Detention slips** are for more serious or persistent problems and are used to inform parents

**4. Pastoral detentions.** These take place at lunchtime and after school. After school detentions are serious sanctions. The Education Act 1997 empowers schools to detain pupils after school, without the consent of parents, providing parents are informed 24 hours in advance

**5. Suspension/Exclusion.** Serious breaches of discipline may result in fixed term exclusions and, ultimately, permanent exclusion (see Exclusions & Suspensions policy)

Referrals to the Pastoral Team are dealt with in a number of ways. Pupils may be punished for misdemeanours but sometimes it is more appropriate to counsel children who have already been through a series of sanctions, to seek an alternative way of modifying behaviour.

### ***Appendix 5: Behaviour Principles Written Statement***

Governors' written statement of behaviour principles Rationale and purpose.

1. This Statement has been drawn up in accordance with the Education and Inspections Act, 2006, and DfE guidance (Behaviour and Discipline in Schools, 2014).
2. The purpose of the Statement is to provide guidance to the Headteacher in drawing up the school's Behaviour Policy so that it reflects the shared aspirations and beliefs of all stakeholders in the school; governors, staff, parents and students, as well as taking full account of law and guidance on behaviour matters. It is intended to help all staff to be aware of and understand the extent of their powers in respect of recognition and reward for good behaviour, discipline and sanctions for unacceptable behaviour and how to use them. Staff should be confident that they will always have the Governors' support when following this guidance.
3. This is a statement of principles, not practice: it is the responsibility of the Headteacher to draw up the school's behaviour policy, though the Headteacher must take account of these principles when formulating this policy. The Headteacher should also take account of the guidance in DfE publication Behaviour and Discipline in Schools: a guide for Headteachers and school staff (Feb 2014).
4. The Behaviour Policy is to be published on the school's website and distributed to all members of staff via e-mail and available to all on request.

#### **Principles:**

##### ***a) High standards of behaviour***

The governing body of The High School Leckhampton believe that high standards of behaviour lie at the heart of a successful school which enables all of its students to make the best possible progress in all aspects of their school life and that all staff should be able to teach and promote outstanding learning without interruption.

##### ***b) The right to feel safe at all times***

All students, staff and visitors have the right to feel safe at all times in school and free from the effects of unacceptable behaviour. There should be mutual respect between all members of the school's community and the policy should help to foster this.

##### ***c) Inclusivity and Equality***

The High School Leckhampton is an inclusive establishment. All members of this school community should be able to work or study, free from any form of discrimination, harassment or bullying. (As laid down in the Equality Act, 2010). To this end the school must have a clear and comprehensive Anti-Bullying Statement that is known and understood by all, consistently applied and monitored for its effectiveness. Measures to protect students from bullying and discrimination as a result of gender, race, ability, sexual orientation or background should be clearly set out and regularly monitored for their effective implementation. The school's legal duties under the Equality Act, 2010 in respect of safeguarding students with Special Educational Needs and all vulnerable students should be included in the Behaviour Policy.

#### ***d) Emotional Health and Wellbeing***

The governors believe that the emotional health and wellbeing of all students and the staff at The High School Leckhampton are important, and procedures and practises should ensure this aspect is promoted and given importance.

#### **Practice:**

Whilst the governing body recognise it is the Headteacher's responsibility to draw up the school's Behaviour Policy, the following should be included:

#### ***a) Home-School Agreement***

Parents/carers should be encouraged and helped to support their children's education, just as the students should be helped to understand their responsibilities during their time within school. The responsibilities of students, parents/carers and staff with respect to student's behaviour must be covered in the 'Home-School Agreement' which students and parents/carers must be asked to sign when a child joins the school.

#### ***b) Code of Conduct***

The Code of Conduct should be clearly stated in the Behaviour Policy. These should set out expected standards of behaviour, should be displayed in all classrooms and other, relevant parts of the College and shared with and explained to all students. The governing body expect the rules to be consistently applied by all staff.

#### ***c) Reward and Recognition***

The governing body would like to see a wide range of rewards consistently and fairly applied in such a way as to encourage and reward good behaviour in the classroom and elsewhere. These should be made clear in the Behaviour Policy.

#### ***d) Racism/Racist bullying***

Racism/Racist bullying in schools can range from ill-considered remarks, which are not intended to be hurtful, to deliberate physical attacks causing serious injury. Racism/Racist bullying can be identified by the motivation of the antagonist/bully, the language used, and/or by the fact that victims are singled out because of the colour of their skin, the way they talk, their ethnic grouping or by their religious or cultural practices. The High School Leckhampton actively encourages its students and staff to understand, embrace and celebrate their diversity. Bullying or abuse of anyone because of their race will not be tolerated, and any reports of such behaviour are swiftly and rigorously investigated in line with the College's current reporting and resolution protocols. Incidents of racist bullying are recorded using CPOMS; the bullying log is regularly reviewed by the pastoral leads, DSL's and safeguarding governor. The High School Leckhampton will always seek restorative outcomes for any cases of bullying including:

- 1:1 and small group mediation
- Working with parents and students
- Referral to Police Youth Liaison Officer
- Raising awareness and promoting positive relationships through PSHE and Rights Respecting Schools programme

- Sanctions taken against perpetrators of bullying in any form in line with College Behaviour Policy
- Individual or small group mentoring.

### ***e) Homophobic/Transphobic bullying***

Homophobic/Transphobic bullying in schools can range from ill-considered remarks, which are not intended to be hurtful, to deliberate physical attacks causing serious injury. Homophobic/Transphobic bullying can be identified by the motivation of the antagonist/bully, the language used, and/or by the fact that victims are singled out because of their sexuality, assumed sexuality, gender identity, assumed gender identity or gender expression.

The High School Leckhampton encourages its students and staff to understand diversity. Bullying or abuse of anyone will not be tolerated, and any reports of such behaviour are swiftly and rigorously investigated in line with the school's current reporting and resolution protocols. Incidents of homophobic/transphobic bullying are recorded using CPOMs; the bullying log is regularly reviewed by the pastoral leads, DSL's and safeguarding governor. The High School Leckhampton will always seek restorative outcomes for any cases of bullying including:

- 1:1 and small group mediation
- Working with parents and students
- Referral to Police Youth Liaison Officer
- Raising awareness and promoting positive relationships through PSHE and Rights Respecting Schools
- Sanctions taken against perpetrators of bullying in any form in line with College Behaviour Policy
- Individual or small group mentoring

### **Sanctions for the breaches of the Code of Conduct**

Sanctions for unacceptable/poor behaviour should be known and understood by all staff and students and consistently applied. The range of sanctions should be described in the Behaviour Policy so that students, staff and parents can understand how and when these are applied. The governing body strongly feel that suspensions and exclusions, particularly those that are permanent, must be used only as a very last resort.

The policy should also include the following in some detail:

- Power to use reasonable force or make physical contact: the situations in which reasonable force may be used (including removing disruptive students from classrooms, or preventing them from leaving). A definition of 'reasonable force' should be included, which should also explain how and when students may be restrained. The governing body expect appropriate staff to be trained in the use of reasonable force and restraint.
- The authority to search students for prohibited items and to confiscate where necessary, the governing body would expect the Headteacher to inform the relevant authorities when items prohibited by law, weapons, non-prescription drugs etc. are brought onto the school premises.

- The power to discipline outside the school gates: disciplining beyond the school gates covers the school's response to misbehaviour and bullying that occurs anywhere off the school premises that is witnessed by a member of staff or reported to the school. This includes any misbehaviour when the student is taking part in any school organised or school related activity.

The Behaviour Policy should set out the disciplinary action that will be taken against students who are found to have made malicious accusations against school staff and the pastoral support that school staff should expect to receive if they are accused of misusing their powers.

Approved by the Board of Governors Review this statement in line with the Behaviour Policy  
Signed on behalf of the Full Governing Body of The High School Leckhampton.