



WHOLE SCHOOL POLICY

Behaviour Management

Type of Policy: Statutory

Review: School Director

(Produced with reference to the “Behaviour and discipline in schools guide for head teachers and school staff” issued by the Department of Education. Document attached.)

Rationale

As a school we believe that the most effective teaching and learning takes place in a well-managed environment, one that is calm, happy and safe for the whole school community. Our Behaviour Policy focuses on Positive Behaviour, which supports learning and promotes, celebrates and rewards achievement. The purpose of this policy is to ensure that when behaviour problems occur, all staff, students and parents have a clear understanding of the procedures and sanctions for dealing with problems.

Staff in The Ark Christian School have authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow reasonable instruction.

Guiding Principles

- We will listen to pupils but expect all pupils to accept that staff are in charge and follow their instructions.
- We will treat pupils respectfully and expect this in return
- We will operate as consistently and fairly as we can
- We reserve the right to impose discipline if pupils do not behave well and show self-discipline
- We will be pleasant, positive, firm and fair
- We will not allow pupils to prevent others from learning by talking out of turn or distracting others
- We expect pupils to listen to the teacher, settle to work quickly and maintain concentration in lessons
- We will not tolerate racist, sexist, homophobic, emotional or physical bullying or behaviour which puts any person's health and safety at risk
- The school has a Use of Reasonable Force Policy to prevent pupils committing an offence, injuring themselves or others, or damaging property and to maintain good order and discipline in the classroom. The policy is available on request.
- The school has a separate Anti-Bullying Policy and this is available on request
- We will support pupils to improve their behaviour where necessary

Staff may discipline a pupil for any misbehaviour when the child is:

- Taking part in any school-organised or school-related activity, or
- Travelling to or from school, or
- Wearing school uniform, or
- In some other way identifiable as a pupil of the school

Ways of Improving Behaviour

There are many ways of trying to promote good behaviour. Two underlying principles are:

- Mutual respect through good relationships between students and staff.
- Consistency among staff in implementing school policies and when dealing with individual students in a fair and equal way.

Ways of encouraging positive behaviour include:

- Understanding that students are individuals.

- Ensuring the curriculum is appropriate for each individual student.
- Using a variety of teaching styles
- Recognising achievement – regular use of praise.

Promoting Positive Behaviour

We promote positive behaviour explicitly through:

- Assemblies
- Reward system
- Setting clear expectations and rules with students – for classrooms, around school and in the community.
- Discussion with students – individuals and groups
- Leading by example
- Challenging anti-social behaviour consistently
- Sharing expectations and rules – displayed around the school and in student planners, signed by students and parents/guardians.
- Giving high priority to the safety of others
- Displaying students' work.

We ensure positive behaviour by strategies including:

- Monitoring the effectiveness of the above.
- High quality of teaching and learning
- Helping students to modify inappropriate behaviour through pastoral support and social inclusion.
- Following agreed procedures, being consistent
- Promoting the role of the Tutor
- Sharing responsibility for behaviour around the school
- Supporting each other
- Promoting extra-curricular activities

NB: This is not an exhaustive list.

Reward System

Aim

To celebrate success and raise achievement in all aspects of school life by acknowledging and rewarding effort, engagement and participation in school community life.

Merits

The rewards system is based on the collection of merits. It is vital that we reward all students with merits wherever possible for their achievements and efforts – this may be for improved class work, homework, coursework/project or test. Merits are to be recorded in the Merit book. In addition to achievements and efforts rewarded during lessons, merits should also be awarded within extra-curricular activities, and outstanding behaviour or specific acts which merit recognition.

For example, relevant members of staff should award merits at their discretion for:

Participation in a music/drama production
An act of community service, e.g. Open evening
Charity work
Excellent piece of homework
Continued high standard of classwork

The merits account

The success of the Rewards system relies on everyone's full support. Please look for opportunities to praise and reward wherever possible and encourage all students to collect merits and take advantage of the wealth of opportunities available to them at The Ark Christian School.

Twice yearly the school organises a Celebration of Achievement event, where students celebrate their participation and achievement in school. At this event, students who have had 100% attendance and punctuality receive recognition and praise for this achievement.

Once a student has received a set amount of merits they are entitled to redeem them in line with the merit rewards system.

Praise the students wherever possible.

Pizza Friday

This is a reward for any secondary student who has not received a detention or red card in the preceding month.

On the first Friday of the month any student who qualifies for this reward is able to purchase a pizza for their lunch.

This is not a punishment for those who have received a detention or red card, but a reward for those who have behaved within the school expectations.

Dealing with unacceptable behaviour

It is the responsibility of the subject teacher to deal with minor incidents of unacceptable behaviour in the classroom.

More serious incidents can be dealt with by the teacher, but must also be recorded and reported to the school manager, who will make a record on the pupil's file.

It is the responsibility of the school manager to monitor pupil's behaviour across the curriculum. They will become involved if a pupil's behaviour is causing concern in a number of subject areas. They will then log all incidents and take appropriate action. They are also responsible for dealing with serious incidents which are likely to result in exclusion.

The school manager is available throughout the day to remove pupils from lessons where there is serious disruption.

Sanctions System

Outlined below are examples of unacceptable behaviour and sanctions which are available. This is not a tariff, and each case must be dealt with according to its merits. Sanctions will be applied fairly and exclusion used when no other alternatives are available.

Yellow and Red card system

This system is in place to deal with class behaviour and low level disruption within the school. This system applies to both Primary and Secondary.

If a student is deemed to be causing disruption within the class they will receive a warning from the teacher in the form of their name being added to the class yellow card. In secondary this card will be taken from lesson to lesson and given the teacher at the beginning of the lesson, so that the teacher is aware of who has already received a warning that day. If a student receives two yellow cards in one day they will be given a red card, removed from the lesson and will need to work in a separate supervised area.

If a student receives a second red card in that week they will be supervised in the Directors office where they will be expected to complete all of the work assigned by the teachers.

Any student receiving continual red cards, 4 or more in a month will immediately be placed on daily report.

A yellow card can be issued for the following actions:

- Continuous chatting
- Disturbing other students – moving their things, teasing or malicious comments
- Not following the teachers instructions

However this is not an exhaustive list and the issuing of a yellow card is at the discretion of the class teacher.

Minor Incidents

These incidents are dealt with by the classroom teacher and include, for example: throwing paper; calling out; chewing; not following instructions; incomplete class work; no homework; lack of equipment.

Sanctions could include:

- Verbal reprimand
- Short cooling off period outside the classroom (maximum 5 minutes)
- Note to parent in Student Planner
- Moving seat

- Detention
- Sent to a temporary alternate space (supervised by an adult)

Persistent incidents or incidents of medium severity

These incidents must be recorded and passed to the school manager. Unacceptable behaviour in this category includes:

- Persistency of minor incidents as above
- Rudeness to staff
- Verbally aggressive behaviour to another pupil

School manager sanctions include:

- Meeting with pupil
- Contact with parents by phone or letter
- Placement on Daily Report
- Discussion with Form Tutor

Serious Incidents

Serious incidents are dealt with by the school manager and/ or the SLT and include:

- Truancy from school & lessons
- Extreme rudeness to staff
- Aggressive behaviour
- Smoking
- Refusal to comply with other sanctions
- Theft
- Bullying

School Manager Sanctions include:

- Meeting parents/guardians
- Detention
- Placement on Daily Report
- Fixed term exclusion

Very Serious Incidents

These incidents are dealt with by the school manager and SLT. They include:

- Persistency of the above
- Serious incidents of bullying
- Sexual contact
- Racial/sexual harassment

- Fighting
- Bringing an offensive weapon to school (laser pens, knives, pellet guns, firework, this list is not exhaustive)
- Involvement with drugs or alcohol
- Physical aggression to a member of staff will be treated with the utmost severity
- Any behaviour which is likely to cause danger to others
- Vandalism of school property
- Bringing offensive literature on the school premises
- Theft

Sanctions available include:

- Fixed term exclusion
- Permanent exclusion
- Police involvement

Detention System

Prior to the detention the strategies to be adapted to manage a student's behaviour or achievement should be:

- Discussion with the student about the reasons for concern
- Reinforce expectations for behaviour and or work as detailed in the school charter.
- Set achievable short-term targets

If strategies fail detentions may be set by any member of staff.

Detentions are held weekly, after school.

How to set a detention:

- The detention information should be recorded in the student's planner and on the Detention record sheet on the school server.
- Please make sure that the date and reason are clearly recorded.
- A letter should be sent home to the parents advising them of the detention date and time.
- Check the next day with the form tutor to ensure receipt of the acknowledgement slip from parents

What to do if a student fails to attend:

Illness or absence from school on the day of the detention:

- The register will need to be checked to see if the student has a legitimate reason for absence from the detention

- The tutor should be notified that the student should attend the detention on the next available day.

Daily Report

Students who are not responding to school sanctions can be placed on daily report. This step is taken following discussion between the school manager, parents and the student's tutor.

The term of this action is not set, but the student is made aware that they are expected to receive a 'grade' of good or very good for behaviour and work in all lessons for an agreed period of time, before they are considered for coming off report.

Any member of staff who teaches the student on report must complete the report form, at the end of their lesson, giving their opinion of the student's behaviour and work level/standard, during their class.

Primary sanctions

Any teacher that feels a student's behaviour or academic progress is a cause for concern should arrange to meet with the school manager and the student's parents.

Any student whose behaviour is deemed inappropriate or disrespectful or whose achievement is unsettling a member of staff will be dealt with using the following procedure:

- A student may be asked to stay in class during break or lunch to complete work or an additional task.
- The student may be removed from the main class group.
- The student may be placed on behaviour or academic report for a designated period of time, the procedure for placing a student on daily report is the same as for the senior students, as detailed above.

Exclusion

- (a) The school manager may exclude for a fixed period of time or permanently exclude your child from the School if he/she considers that your child's attendance, progress or behaviour (including behaviour on the journey to and from School and outside of School) is seriously unsatisfactory and in the reasonable opinion of the school manager the removal is in the School's best interests or those of your child or other children.
- (b) The school manager may at his or her discretion require you to remove or may exclude for a fixed period of time or permanently exclude your child if your behaviour is in the opinion of the school manager unreasonable and affects, or is likely to affect, adversely the child's or other children's progress at the School or the well-being of School staff or to bring the School into disrepute.

Should the school manager exercise his or her right under sub-clauses (a) or (b) above, you will not be entitled to any refund or remission of fees or supplemental charges paid or due and the deposit will be forfeited. However, in such circumstances fees in lieu of notice will not be payable.

The School Rules set out examples of offences likely to be punishable by a fixed term or permanent exclusion. These examples are not exhaustive, and in particular the school manager may decide that removal or exclusion for a lesser offence is justified where there has been previous misbehaviour. All aspects of the pupil's record at the school may be taken into account.

The review of serious disciplinary matters is governed by the complaints procedure.

Fixed Term Exclusions

Excluding a student from school for a fixed term is a serious step to take. The school manager has the authority to exclude a student, in agreement with the Senior Leadership Team (SLT). In all cases the parents will be informed by telephone or verbally on the day the student is excluded, and asked to come to the school for a meeting with the school manager. A student on fixed term exclusion is not allowed to be around the school building.

On returning to school the student will accompany their parents to a meeting with a senior member of staff. The time for this interview will be detailed in the exclusion letter given to parents. At this meeting the level of "Report" will be agreed upon and the targets set.

N.B. It is the duty of any parent/guardian to supervise the student for the term of any external exclusion. The student must not be in the vicinity of the school, during this time.

Permanent Exclusion

A decision to exclude a student permanently is never taken lightly. Firstly, it is a final step in the process for dealing with disciplinary offences when a wide range of other strategies have been tried and failed. It is an acknowledgement by the school that it can no longer cope with the student despite the use of all support strategies employed.

Parents will be informed in writing by letter that their child is no longer allowed to attend the school. The school will inform the Junta that said student has been asked to leave the school. Parents will be required to come to the school (without the student) to collect the students belongings and any deposit held by the school. After permanent exclusion the student excluded is not allowed to be around the school building.

CONSISTENCY AROUND SCHOOL

PRAISE, WARNING, CONCERN: Wherever possible every lesson should involve praise for those students who have worked hard. A warning for students who do not conform to the teacher's classroom environment, and then they should be told that it is now a concern, which will lead to further sanctions.

- Uniform: Tutors are responsible for drawing students' attention to any problems with the uniform they are wearing, during the morning devotional time.
- Start and end of lesson: Staff should be ready to exit all students at the proper time to allow them enough time to get to their next lesson promptly. Staff should be vigilant between lessons and hurry students along to the next class.
- Mobile phones: Phones are not to be used by students during school hours. They are therefore handed in on entering school premises and locked away to be returned at the end of the day.

Conclusion

We are committed to working supportively with parents and aim to contact parents at an early stage if we have any cause for concern.

Equally, we recognise that guiding young people through their school life can be challenging for parents as well as teachers and wherever possible we will support parents in the process.

We strive to put emphasis on the positive aspects of our pupils and look for the good to raise their esteem and self worth.

The school's behaviour management policy is designed to ensure effective learning and help pupils to be good citizens and happy, confident and considerate young people who have developed a strong moral code to guide them through life.

Monitoring and Review

The School Director and members of the Leadership Team will monitor the use of this policy on a day to day basis. Periodic reports will be made to the Board of Governors about the use and implementation of this policy. The policy is subject to regular review, according to the cycle of policy review determined by the Board of Governors.

Policy adopted by The Ark Christian School	
To be reviewed	

This Behaviour Management Policy was formally adopted by The Ark Christian School.