



SOUTH WIGSTON
HIGH SCHOOL

—
Success for all

BEHAVIOUR AND REWARDS POLICY

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SOUTH WIGSTON HIGH SCHOOL

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BEHAVIOUR AND REWARDS POLICY

Introduction

It is South Wigston High School's objective to aim for excellence in all aspects of school life. Nowhere will this be more apparent than in the way in which we all conduct ourselves: as students and as adults. Clearly we expect students to be able to behave appropriately and well, and to take full responsibility for their behaviour. So it is everyone's responsibility to ensure that all students behave well at all times. All staff should be prepared to deal with issues that they come across, only referring to appropriate colleagues when necessary.

Aims of the policy

- To create a caring, supportive and purposeful learning environment in the school
- To clarify, demonstrate and exemplify what is meant by "good behaviour and discipline" and ensure success through the highest standards of behaviour towards each other and members of the school community
- To enable students to know how their contributions to school life add value to experience of all, and to encourage, support and motivate them in this through the recognition of effort, hard work and good behaviour, through a variety of rewards
- To ensure that all students are responsible members of the school community and to encourage them to take responsibility for their own actions
- To ensure a fair and consistent response and treatment to both positive and negative behaviour

Rationale / Principles of the Behaviour Policy

Our Behaviour for Learning Policy is based on the following premisses:

- All staff and students have a responsibility to create good order in the school and to maintain high standards of behaviour. In particular, teachers and tutors have a duty to maintain good order in their classrooms and should take steps to correct behaviour which does not conform to the schools code of conduct
- Everyone at South Wigston High School deserves respect: they have the right to be treated in a courteous and considerate way. Bullying, harassment and any other forms of unkind and upsetting behaviour will not be tolerated
- Every member of staff has the authority to reprimand and discipline students for actions that they consider to be anti social, dangerous and disruptive. Ignorance of the school rules and expectations on the part of the student is not an excuse for poor behaviour

- Staff, students and parents/carers need to be aware of our standards and expectations:
 - Every student has the right to learn
 - Every teacher has the right to teach without interruption
 - Every parent/carer has the right to information about their child's behaviour, and to work in partnership with the school to encourage high standards and expectations
- Individual staff are responsible for maintaining a stimulating and purposeful learning environment for the students. Curriculum Leaders, Heads of Year, and senior staff will support staff in this
- It is more constructive to praise and reward rather than merely punish. Sanctions must always be fair and should be consistently applied. The lowest level of sanction appropriate to the misdemeanor, that effects change, should always be set
- It is important that parents share the responsibility for their children's behaviour and they have the right to be kept informed and involved. By sending their son/ daughter to South Wigston High School parents undertake a commitment to support the school
- When sanctioning a student, it is the action/ behaviour which should be criticised, and not the individual
- Staff should always seek to model appropriate behaviour, and ways of speaking to and engaging with students
- Students are expected to behave in line with school rules/policies at all times, including out of school hours and especially on the journey to/from the school. We reserve the right to take action where the behaviour of a student out of school hours may have a negative impact of the reputation of the school.

Guidelines for using the school rules

School Behaviour Motto:

“In the right place...at the right time...doing the right thing”

Behaviour Principles:

- 1. Be ready**
- 2. Be respectful**
- 3. Be Safe**

5 Classroom Rules:

- 1. One voice at a time**
 - 2. Stay on task**
 - 3. Follow instructions first time**
 - 4. Speak politely**
 - 5. No mobiles**
- The key is a consistent approach by all staff.

GREEN-AMBER-RED System to Manage Classroom Behaviour

- **GREEN:** If a student enters your class on time and fully equipped they start the lesson on a "GREEN". If they work well and demonstrate positive behaviour for learning they will be given an Achievement Point at the end of the lesson. These students should be allowed to leave first and are thanked.
- **AMBER 1:** If a student breaks one of the five key rules they should be given a first warning. Without emotion the teacher calmly says:
 - "Simon you have just called out an answer, that breaks our One Voice rule....(PAUSE)...you're now on AMBER 1. I expect you to make better choices from this point"
 - At this point give positive attention to all the students who are making the right choices. The student should be left alone for a couple of minutes to be given chance to digest the information and calm down from an emotional response.
 - The teacher should record this in their register to keep a record
- **AMBER 2:** If a student continues to make poor behaviour choices. Without emotion the teacher calmly says:
 - "Simon you are out of your chair disturbing Shelly, this breaks our Stay On Task rule. This is the 2nd time I have spoken to you about your behaviour choices...(PAUSE)... you're now on AMBER 2. Unless you choose to make better behaviour choices from this point you will have an after school DT and be removed"
 - At this point a clear sanction should be issued: e.g. Moved seats, 2 minute time out, kept behind at the end
 - Again leave the student for a couple of minutes to allow them to absorb the information. Shower praise on students making good choices.
 - The teacher should record this in their register to keep a record
- **RED:** If a student does not alter their behaviour after their final warning. Without emotion the teacher calmly says:
 - "Simon you are continuing to speak in a disrespectful way, you are breaking our Speak Politely rule...(PAUSE)...you're now on RED.
 - The emergency alert button is now pressed for On Call. At this point you should focus all attention on the rest of the class and completely ignore the student. If they are disruptive ask them to wait outside the room.
 - The On Call member of staff will speak quietly to the teacher to understand what happened and then remove the student and place them in a "Safe Zone".
 - The teacher will need to record the incident on the SIMS behaviour management system (ensure all boxes are correctly completed).
 - Administration staff will contact parents and arrange an after school detention (ideally for the same day- if not the following day).
 - They will be given a small report card for the rest of the day (If they already have a report for SLT/HOY/FT- they can use this). They will be expected to get this filled in and report to the designated place for their year group at the end of the day.

- At the end of the day the student will need to show their report card and will be told to complete the after school detention (with parental permission) with the teacher now or given a slip to complete it the next day.
 - Please note:
 1. Failure to attend at the end of the day = Missed 1st chance DT, Final chance will be set for the next school day
 2. Report lost/ not filled in/ behaviour not improved = Extended detention until 4:00pm
 3. Positive report card handed in = Detention until 3:45
 4. Non attendance at a detention results in a phone call home and it being reset for the following night until 4:00pm
 5. Missed final chance = Internal Exclusion the next day plus detention until 4:00pm

Curriculum Leader and Pastoral Leader Involvement

This is where a classroom (or other) incident has not been resolved or needs further action.

Sanctions might include:

- Placed on a report
- Moved into a different class to work for a fixed period of time
- Parents contacted by phone or letter
- Departmental detentions
- Withdrawal of privileges e.g. trip, playing for school team
- Community service e.g. litter picking for dropping litter
- Referral to the Launchpad
- Referral for Late School

Senior Leadership Involvement

If the following types of incident occur, the assistance of a senior member of staff must be sought immediately:

- Failure to comply with Curriculum or Pastoral Leaders
- Use of obscene/offensive language towards a member of staff
- Assault on a member of staff
- Serious assault on another student
- Fights between students
- Persistent bullying, sexual, racial or other harassment
- Theft that has not been resolved by Head of Year
- Possession of a weapon or otherwise threatening the safety of others*
- Any suspicion of illegal drug or alcohol possession, supply or abuse*

*These will need to be reported to the Police

Sanctions include:

- Parental contact/meeting
- Detention
- Referral to the police

- Fixed term exclusion
- Internal exclusion room (Launchpad)
- Governors Disciplinary Hearing
- Attendance at Late School until 5pm
- Referral to the Learning South Leicester (LSL) Partnership

Internal Exclusion

This is a serious sanction and is intended as an alternative to fixed term exclusion. It is expected that any student who has behaved in a manner which would merit a fixed term exclusion will be placed in the Launchpad in the first instance. This is not a soft option, it is intended to ensure that the student works hard all day and realises the serious nature of the offence. In most cases parents will be expected to attend a meeting with a senior member of staff.

Behaviour likely to result in an Internal Exclusion:

- Persistent and seriously disruptive behaviour (5 incidents in a week, 2 “Reds” in a day or 3 incidents in a day)
- Confrontational behaviour/obscene language towards students including obscenity, offensive language, racist, sexist or homophobic language
- Serious vandalism
- Smoking
- Disruption in the local community
- Refusal to wear correct uniform
- Theft
- Repeated incidence of smoking
- Repeated failure to attend detentions
- Fighting/assault
- Behaviour likely to bring the school into disrepute

Fixed Term External Exclusion (see separate policy)

- This will only be used for serious incidents at the discretion of the Principal

Permanent Exclusion or Tier 4 Referral to LSL Behaviour Partnership (see separate policy)

Permanent exclusion is the “final step” in the process for dealing with disciplinary offences when a wide range of other strategies have been tried and failed” (DfEE circular 10/99). It is not usually used, but can be, for one-off incidents. It is only used in very serious cases.

For students known to be at risk of permanent exclusion, a range of measures may be implemented as appropriate:

- Agreeing an individual behaviour plan / pastoral support plan with parents
- Assessment of social, emotional and learning needs

- Alternative curriculum options (e.g. part-time college provision)
- Allocation of a learning mentor or counsellor
- Interview with the school's Governors' Disciplinary Committee
- Attendance at an alternative provision school
- Managed move to another Academy/school

Tier 4 LSL Partnership Referral

A Tier 4 referral may be used in place of a permanent exclusion:

- The student will remain on roll at SWHS but will now be educated away from school with possibly:
 - College placements
 - Training providers
 - Youth projects
 - Work experience

Rewards and Praise

At South Wigston High School we believe that ALL students are motivated to learn by praise, reward and celebration of achievement. Students should always be commended for good behaviour. Staff should recognise students' special achievements and share such information with other colleagues. Comments should also be logged on the student's record in Sims. Use praise to reprimand/consequences in the ratio of roughly 4:1. Positive behaviour will be reinforced by the Achievement Points system.

Key Principles of Positive Recognition

- issued to students operating "above and beyond" the minimum expected standards
- students can simply be "thanked" for meeting minimum standards

The South Wigston way– Motivation Strategies to use

- Respect from all to all
- Private Praise – Postcards
- Calls home –students say that this has a HUGE impact
- Department praise boards
- Class rewards: eg last 5 minutes = educational game
- Awards Evenings that reward a large number of students for effort, achievement and involvement in school life
- Quiet, personal praise at end of lesson
- Leave first token
- Competitions in class
- Exhibitions and display good work –in reception and other non teaching areas and outside of school
- Trips
- Principal's tea party
- House Student of the week
- Recognising out of school success
- Regular updates and newsletters
- Stamps in planners- lead to dining room vouchers
- House points-
 - lead to cumulative rewards:
 - Non-uniform days
 - Reward Trips
 - Reward lessons
- Informal classroom based celebration
- Use plasma screens in dining rooms to publicise excellence
- Photo displays of classes in action
- Individual end of term class rewards
- Ask what they are doing – show genuine interest
- Teachers sharing students attainment with other colleagues
- Sell the benefits of being responsible and contributing to the whole school
- Excellent work wall – students can change display

Appendices

Mobile Phones – these should not be brought into school. If it is essential for a child to bring a mobile phone it must be handed into reception before the start of school and collected at home time. Parents may request **urgent** messages to be passed on via the school office. Alternatively, there is a pay phone for student use when permission is given by a senior member of staff.

- Students caught with mobiles will be expected to hand over the device and it will be placed in the school safe. An adult will need to collect it and pay an administration charge of £2.
 - Failure to comply will lead the student being sent to the Launchpad

Texting and social network sites – Problems have arisen in school from student's using texts or social network websites to be unpleasant about other student's out of school hours. We request that parents/careers limit the possibility of misuse of these systems by carefully monitoring their child's use of such systems.

Launchpad

The school has developed a room called the 'Launch Pad' to add to our various strategies for supporting students.

The students that the Launch Pad will support can be from a variety of 'needs':

- Students who struggle to manage their own behaviour (referred by SLT).
- Students that have serious attendance issues and need a 'phased' return to lessons after a period of long absence (referred by SLT).
- Students that are returning from an exclusion and it is felt a 'phased,' monitored return to lessons would be suitable (referred by SLT).
- Students that are struggling in a particular subject area that may need '1 to 1' help (referred by HOD).
- Students who have committed a serious breach of the school rules. Parents will be contacted and a meeting will take place.
- Students who have caused a significant disruption to the learning in a classroom for a short term cooling off (referred by HOD).

The purpose of the room is to foster and develop:

- engagement
- belonging
- self-regulation
- students' social skills.

The Launch Pad Room will:

- have a designated member of the SLT that takes responsibility for the Launch Pad.
- be staffed by the Launch Pad Mentor, a member of staff with full time responsibility for the students in the Launch Pad.
- have a Launch Pad Mentor that will work from 8:15am (this allows for any students that may be asked to arrive 'early' to school) until 3:15pm, therefore these are the hours that the Launch Pad will be open.
 - allow for meaningful educational activity to be provided for students.
 - have adequate space for students and staff.
 - allow arrangements for the student to have a break, lunch and toilet breaks when appropriate if time-out occurs across these periods
 - not be locked, latched or secured in any way that would, in case of an emergency, prevent staff or the student from exiting the room.
 - be supervised at all times.
 - display rules for behaviour within the room.
 - display school rules and expectations.
 - display visual supports for de-escalation strategies and for appropriate behaviour.

On Report

Students may be placed on a lesson by lesson report. These will be supervised by either the tutor, the Head of Year or a member of the SLT. The child will be given targets to work to; the class teacher will place a tick or a cross on the report, dependant on the student fulfilling the target and a 1-4 effort score will be given for that lesson.

Parents/Carers are asked to read, sign and return the report. Working together in this supportive way is usually very effective with a child wanting to please both at home and at school.

The Use of Controlled Force to Restrain Students

The 1997 Education Act (Section 4) clarifies the position about the use of physical force by teachers and others authorised by the Principal of a school to control or restrain students. A copy of the school's policy to control or restrain students is available.

Uniform (for more detailed information please see school uniform policy)

- Students who are inappropriately dressed will be sent home to change wherever possible by their form tutor or Head of Year
- If this is not possible then they will be offered the opportunity to borrow the appropriate items. These items will have been washed and will be clean
- If a student refuses this then they will be expected to work in the Launchpad until the correct uniform is available
- The school will do whatever it can to support families with obtaining the correct uniform

Smoking

- Smoking is not allowed on the site.
- All incidences **MUST** be recorded on the behaviour management system
- All students caught smoking on the premises or whilst walking to or from school will go to the Launchpad for a day internal exclusion
- Students will complete a smoking awareness project whilst in the Launchpad
- For continued offences parents will be asked to come in and meet with pastoral leaders.

Fighting

- There is to be no fighting in the school. It can cause injury and we have effective systems in place to support students who have any problems. Students must go to their form tutor, Pastoral Tutor or Head of Year if they need help.
- Any student involved in a fight will face an appropriate sanction
- In all cases we expect parents to come to school to meet with the Head of Year or Senior Teacher as soon as possible.

The South Wigston Way

Behaviour In the classroom staff can expect students to.....

- Do as they are told, first time, every time
- Arrive on time properly dressed and fully equipped
- Enter when instructed in an orderly manner
- Sit where they are told
- Listen when the teacher or another student is speaking to the class
- Ensure that mobile phones or music players are not seen or heard in any lessons without the permission of the teacher
- Work hard and be considerate of others
- Be polite and respectful at all times

Students can expect staff to.....

- Be courteous consistent and fair
- Prepare high quality lessons and mark their work
- Be on time for their lessons
- Listen, at the appropriate times, to students' explanations of their behaviour
- Recognise good work and behaviour
- Deal with inappropriate behaviour of other students

Student Rules

- Arrive on time - to school, to your lessons - correctly dressed prepared and equipped
- Have your planner with you at all times
- Show respect to the environment of the school
- Respect people and property in your words and actions
- Move calmly around the site
- Never leave the school site or a lesson without permission

Remember!

- Correct uniform should be worn at all times (see appendix)
- Chewing gum is not allowed
- No mobile phones
- Music devices out of sight
- Put all litter in bins
- Swearing and bad language is unacceptable
- Smoking is not allowed on site or whilst arriving and leaving the academy