

BEHAVIOUR MANAGEMENT POLICY

RATIONALE

Plymouth College aims to achieve a climate around the School where learning can occur in an orderly and positive environment marked by toleration and respect for all participants in the School community. Expectations in terms of student behaviour and discipline are high with the intention that this will help them to develop themselves fully both academically and personally so that they may live full, happy and responsible lives. Rewards and recognition for positive contributions are an integral part of this policy.

THE PASTORAL STRUCTURE

AIMS

1. To ensure the safety and emotional well being of all students.
2. To encourage an atmosphere of mutual respect and responsible behaviour where good discipline is the norm.
3. To reward good work and effort in all respects of student life.
4. To ensure full attendance.
5. To provide a comprehensive system to fully investigate, follow-up resolve student misdemeanours.
6. To work with students and parents to resolve behavioural and disciplinary conflicts in a way which supports the School's aims.
7. To provide a framework which enhances effective learning and the functioning of the School as an orderly community.

GUIDELINES

1. Using working parties a School Code of Conduct has been developed and published. (Appendix E) This It gives clear expectations in terms of behaviour and is displayed in classrooms and in the Pupil and Staff Handbooks.
2. Disciplinary roles have a clearly defined hierarchy:

i.e. Teacher → Tutor → HoD → Head of Year → Deputy Head → Head
Assistant HoY

It is important that this structure is adhered to where possible and that all actions are properly communicated to the relevant staff.
3. The behaviour system will be a clear framework for pupils and staff to work with giving clear and fair progression routes. (Appendix B)

DISCIPLINARY ACTION

- (a) SIMS Behaviour Tracking
Used by all staff to record misdemeanours on the SIMS computer system (see details in Appendix A). Different levels of behaviour are assigned different points.

(b) Report Card

A Head of Year may place a pupil on a report card for 1-3 weeks to monitor a particular behaviour pattern. Pupils will be expected to produce this card for signing in each lesson and be responsible for submitting it each week. These pupils will be shown in red on SIMS.

(c) Time out

A workstation will be set up in the Admin block. A pupil can be sent here under extreme circumstances when lesson disruption occurs and cannot be dealt with under normal procedures. A member of the SMT will supervise the pupil until the end of the lesson.

An official slip "Time Out" slip (Appendix F) must be used to ensure the correct processing of the system and pupils must be sent with work to do. All such behaviour must also be recorded on the SIMS system.

(c) Departmental Detentions

Run by individual departments at lunchtimes or break times, supervised by a teacher in that department. (N.B. To detain a pupil after School, a teacher must notify the parents 24 hours in advance).

(d) Lunchtime Detentions (Appendix D)

- (i) Run from 1.15 p.m. to 1.45 p.m. on Tuesday and Thursday lunchtimes in the Boardroom. Supervised by a member of the Senior Management Team or Head of Year.
- (ii) Pupils are booked into detention by HoD, HoY or Assistant HoY and work to do is attached to the back of the form.
- (iii) More than 3 lunchtime detentions in a fortnight may result in an after school detention.
- (iv) Lunchtime detentions are given for poor behaviour, repeated missed homeworks etc.

(e) Evening Detention

- (i) Run from 5.00 p.m. to 6.00 p.m. and supervised by a member of the SMT.
- (ii) After School detentions are only given out by members of the SMT for quite serious disciplinary matters. Parents are given a minimum of 24 hours notice of such detentions.

(f) Headmaster's Detention

- (i) Only given by the Head or Deputy Head.
- (ii) The pupil is detained in the detention room for the day and follows a separate timetable from his/her peer group. He/she is given work to do and supervised by the HoY or AHoY.

(g) Suspensions

For very serious disciplinary cases the Headmaster or Deputy Head may suspend a pupil from school. Work will be arranged and sent home by the HoY or Assistant HoY.

(h) Persistent Offenders Policy

A 40 point system for pupils who persistently offend and cause disruption in lessons or affect the progress of others in the School. The system is transparent and allows pupils to work their way off the system by positive changes in their behaviour. Continued poor behaviour results in points being added to the system possibly resulting in a pupil being asked to leave. Parents are fully involved in the progress of the pupil throughout. SJD records and monitors all of the points in a central file working in collaboration with the Head of Year.

A separate policy exists for this Discipline procedure

3. With all disciplinary actions, the sanctions are **recorded on the SIMS Behaviour Management system**. Where After-School detentions are given, a phone call is made or a full explanatory letter is sent home at least 24 hours in advance. For Headmaster's detentions, suspensions or the Persistent Offenders Policy, parents are contacted and may be asked to come into the School for an interview with the Head or Deputy.
4. Regular Pastoral Team meetings are held with the SMT to constantly review and update procedures. Tutor meetings and Study Support Review Meetings identify and monitor individual problems so that supported action plans can be developed.
5. Plymouth College does not use any form of corporal punishment.

REWARDING POSITIVE BEHAVIOUR

It is important to balance discipline with recognition of good behaviour and improvement. Staff must ensure that they give praise where due and award stickers and record good behaviour on the SIMS system regularly. Staff should aim to award 10% of their pupils with merits every fortnight.

All Merit Stickers must be electronically recorded. One sticker = 1 point.

All Merit stickers count towards House points and a Bronze, Silver and Gold badge system acknowledges and rewards high achievers. Badges are awarded in House assemblies.

To raise the profile of merit awards, an overall House Merit Cup (The Nelson Cup) will be presented at the end of each term for House which collects the most stickers.

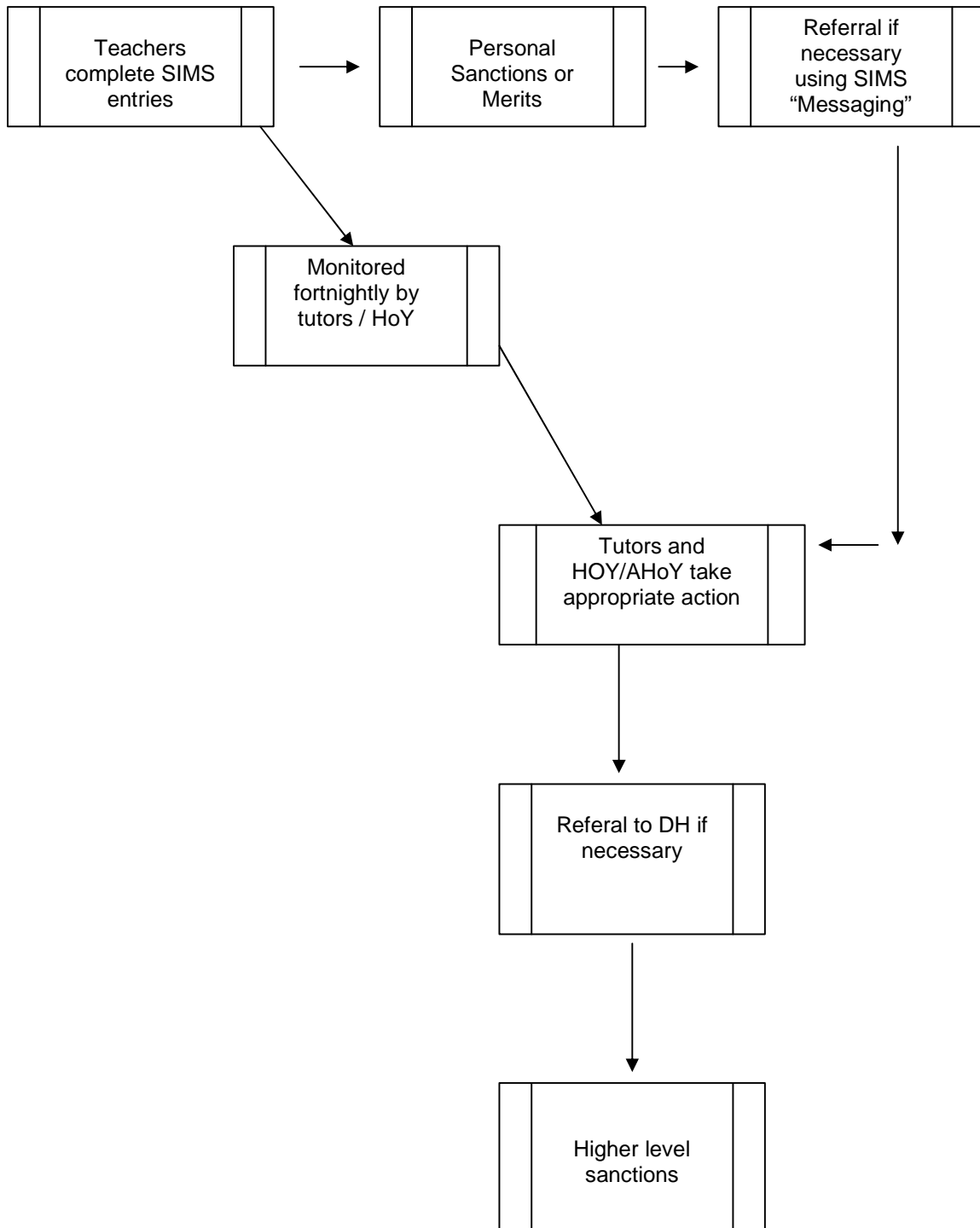
SIMS TRACKING (Appendix A)

Using Lesson Monitor and the Positive and Negative notification systems on SIMS all behaviour traits can be accurately monitored. All classroom and common room computers are linked to SIMS to ensure easy access. HoY, Assistant HoY and tutors can access reports easily online or request printed reports through the SIMS secretary if required. Tutors should monitor the SIMS profiles regularly to review the behaviour of their tutees. Tutors, Assistant HoY, HoY and the Deputy Head can be alerted to problems using SIMS "messaging" or e mails.

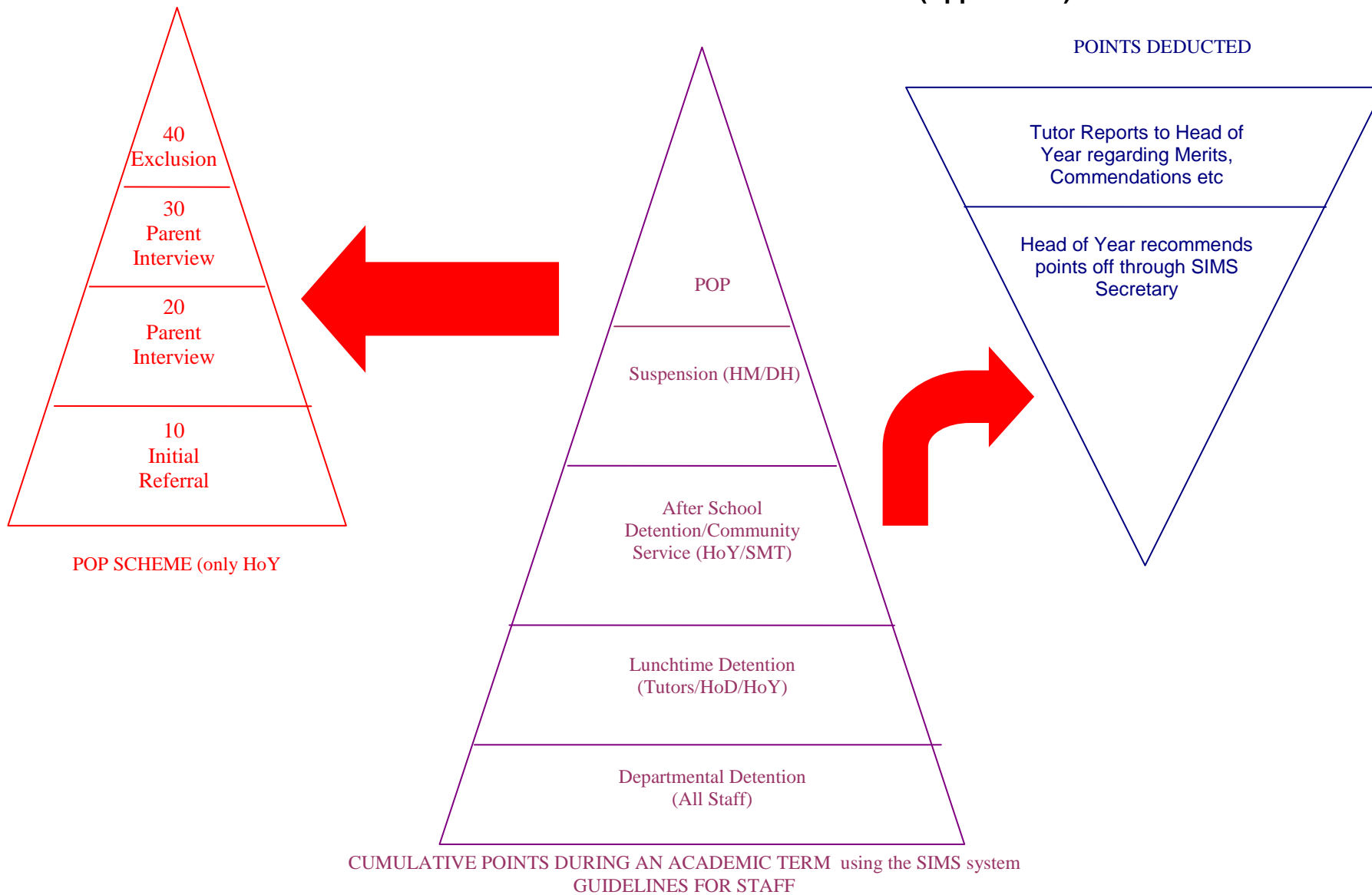
REFERRALS (Appendix C)

Teachers, Tutors and HoY should use the referral flow chart to ensure that that the correct procedures are followed. Please do not bypass any steps so that tutors are fully involved and teachers try to deal with issues directly where it is appropriate.

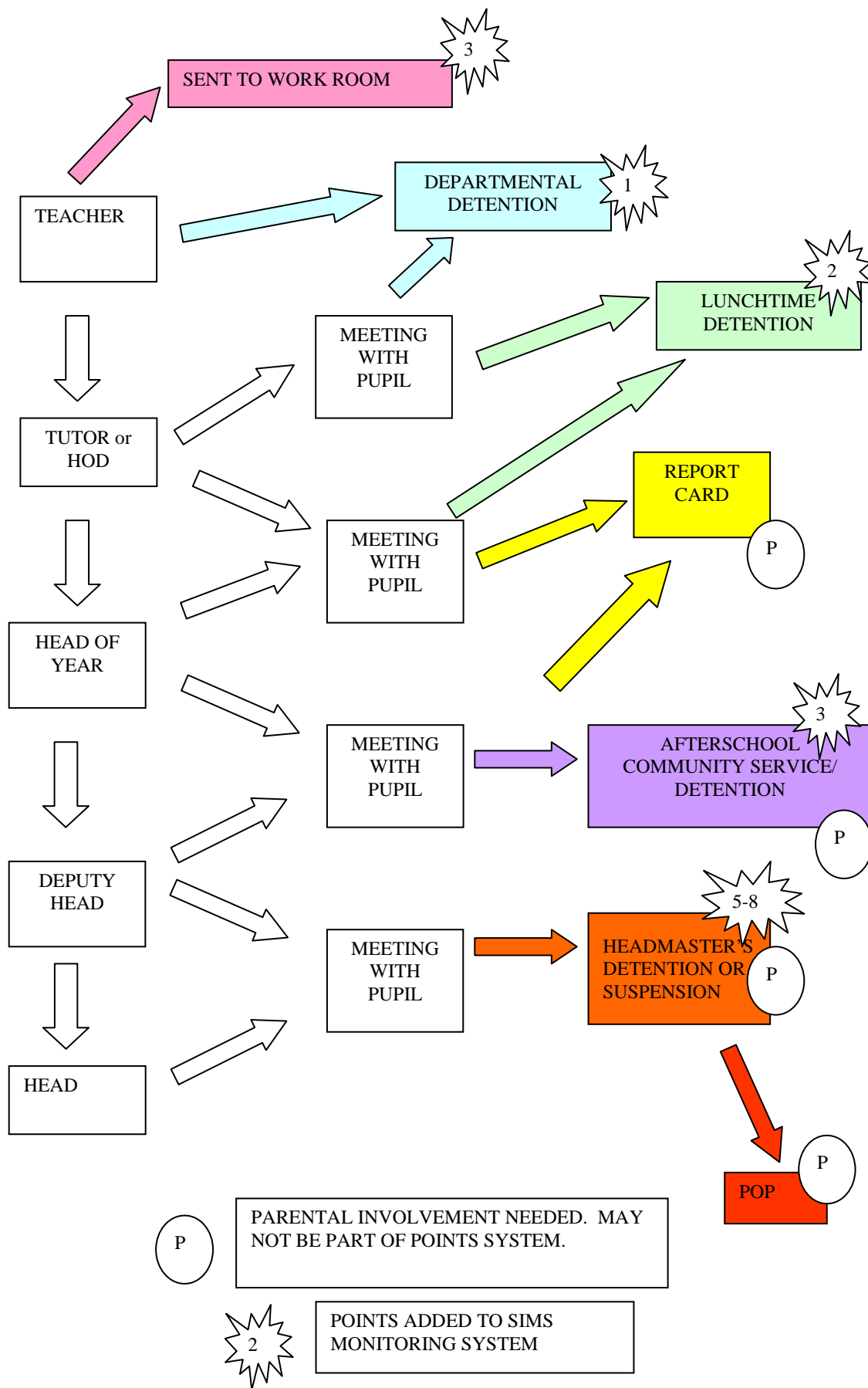
SIMS TRACKING ROUTES (APPENDIX A)



“ACTION PYRAMIDS” BEHAVIOUR MANAGEMENT POINTS (Appendix B)



REFERRAL LADDER, SIMS POINTS AND SANCTIONS (Appendix C)



LUNCHTIME DETENTION SYSTEM (Appendix D)

1. It is intended that students be dealt with within 24 hours of their offence and allow outstanding work to be caught up quickly where appropriate.

Detentions will be run on Tuesdays and Thursdays, starting at 1315, and will take priority over any club or activity unless special negotiations are made by the **staff** involved.
2. Only Tutors, Head of Year, Head of Department and SMT can put a pupil in detention in response to the yellow tracking form records.
3. It is to be used for quite serious academic offences such as repeated missed deadlines or consistently poor quality work and disciplinary cases. Multiple detentions for an offence or alternative venues are discouraged unless there is an unusual circumstance agreed by SJD.
4. The detention form will be available in the common room, filled out and signed by the pupil so that there can be no doubt that he or she understands the punishment details.
5. It is the responsibility of the pupil to get to the boardroom on the right day at the right time. Tutors must ensure that they understand this. Failure to comply will result in the detention being doubled or eventually becoming an after school punishment.
6. The detention form is to be given to the School Office to be compiled into the detention lists for each day. These will be published in morning registers and must be read out by tutors.
7. In certain behaviour Detentions pupils will be sent to the Dining Hall to do a duty. A maximum of 3 discipline detentions per day can be permitted to do dining hall duty.
8. A member of the senior staff will supervise the detentions and submit the work to the relevant staff. It will be up to the member of staff who gives the detention TO ATTACH APPROPRIATE WORK TO EACH DETENTION SHEET and check it afterwards.
9. Once the detention is completed, the member of staff supervising the session will sign the form to prove that the detention was completed properly.
10. A tally of detentions will be kept termly and this will be reflected in the Behaviour Management reporting system.

LUNCHTIME DETENTION FORM

1.15pm - 1.45pm Boardroom

Pupil Name: **Tutor Group:**

Staff Name: **Date:**
.....

Detention day: **Tues** **Thurs**
(Please tick correct day)

Subject:

Reasons for detention:

DISCIPLINE, MISSED DEPT. DETENTION, REPEATED POOR EFFORT, REPEATED LATE HOMEWORK

OTHER:.....

Written Work set for detention (if an academic detention):
.....
.....

Staff Signature: **Pupil Signature:**
.....

Pupils must retain a copy of this form for reference and be responsible for turning up with the correct work.

Please can staff hand this slip into the School Office on the same day as the offence for the detention to take place the next day. Please ensure that the pupil is clear as to the date of the detention and the work to be done.

A member of the senior staff will supervise the detention.

Staff will be responsible for checking the work after the detention

Supervising Staff signature as proof of completion Date
.....

THE CLASSROOM CODE (Appendix E)

THE CLASSROOM CODE FOR TEACHERS

- Arrive punctually at your lesson preferably before the students.
- Students should line up and wait quietly outside the classroom.
- Ensure that pupils enter the room in an orderly, well behaved fashion and are properly dressed.
- Start lessons promptly with aims and learning objectives.
- Try to summarise the learning objectives covered at the end of the lesson.
- End lessons on time with homework set well before the bell.

THE CLASSROOM CODE FOR STUDENTS

| | |
|---|------------|
| R | esponsible |
| E | quipment |
| S | ilence |
| P | unctual |
| E | mpathetic |
| C | ooperative |
| T | eamwork |

- Arrive punctually to lessons.
- Wait quietly in an orderly line outside the classroom until the teacher arrives.
- Enter the room quietly and properly dressed.
- Arrive with the correct books and equipment.
- Be ready to start your lesson with in 90 seconds.
- Listen and follow the instructions of the teacher.
- Respect the fabric of the room and your classmates.

Appendix F

| | |
|------------------------------------|---------------|
| Time Out Slip | |
| Student name | Date |
| Subject..... | Teacher |
| Time student left the lesson | |
| Reason for leaving lesson | |
| | |
| Staff signature | |

The student must take this directly to the School Office where a member of SMT will be notified and take over supervision.

S.J. Dunn
Deputy Head
Reviewed: November 2011
Review Date: November 2012