

# **Churchdown School Academy**



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## **Whole School Behaviour Policy**

### **Governors' Policy Document 2016**

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## **Communicating the Policy**

- 1 This policy was re-adopted by the Governing Body of Churchdown School in October 2015
- 2 The school has ensured that parents and carers are fully informed of the Behaviour Policy by communicating it through the school rules, the school prospectus, newsletters and the school website.
- 3 The school has communicated the Behaviour Policy to all new and existing students through the school expectations and ethos, the school prospectus, tutor notice boards, student newsletters, the website, school assemblies, the House Diary, and within the curriculum wherever relevant.
- 4 The school will seek to ensure that the policy and procedures are accessible to parents, carers and students by providing these in an appropriate format.
- 5 The school will ensure that all staff, students and parents are consulted regularly about the policy and its implementation.
- 6 The school has communicated the Behaviour Policy to all teaching and support staff by providing copies of the policy and through the staff development and induction programme.

## **Expectations of Student Behaviour**

- 1 The school defines acceptable behaviour as that which promotes courtesy, co-operation and consideration from all students in terms of their relationships with other students, school staff and adults within and outside the school. Students should show compassion, friendship and support towards each other.
- 2 The school has identified examples of unacceptable behaviour as that which includes name-calling, verbal abuse, threatening language or behaviour, intimidation, physical abuse, bullying and harassment.
- 3 The school presents its Expectations under 4 headings:

### **In the Classroom Around the School To and From School Prohibited Articles**

#### **In the Classroom**

##### **The Classroom Code:**

- 1. Be on time to lessons and be prepared to work**
- 2. Listen carefully when the teacher speaks**
- 3. Follow instructions straight away**
- 4. Respect others and the school environment**
- 5. Support your fellow learners**
- 6. Engage in your lessons**
- 7. Work hard and celebrate your success and the success of others**

- Bring everything you need to lessons (pen, pencil, ruler, exercise book, general note book, House Diary)
- Stand behind your chairs, where you have been allocated by your teacher, in silence, until given permission to sit down
- Remove coats and take out equipment
- Be silent for the register
- Work hard and let others learn
- Take care of the classroom and school/borrowed equipment
- Clear away at the end of the lesson
- Respect others' work, equipment and opinions
- Keep books and equipment free of graffiti
- Wear the school uniform correctly and with pride

## **Around the School**

### **Show care and consideration for others and the school environment.**

- Show respect for other pupils and adults
- Follow the correct routes around school
- Move about the building sensibly
- Keep to the left in corridors
- Stay inside the school grounds
- Eat only in the proper areas
- Wear the school uniform correctly
- Use the litter bins provided
- Take care of school property
- Support the school's disapproval of all anti-social and offensive behaviour, in particular, bullying, smoking, swearing, and dropping litter

## **To and From School**

### **Churchdown School expects safe, sensible and polite behaviour to and from school.**

- Wait for school buses on the pavement behind the line
- Line up at the door until you are told to get onto the bus
- Stay in your seat and do not distract the driver
- Respect other users of roads, paths and pavements
- Wear a cycle helmet if riding a bicycle
- Wear the school uniform correctly and with pride

## **Prohibited Articles**

### **There are certain articles students are not allowed to bring to school**

- Cigarettes, Matches, Lighters, Aerosols
- Chewing Gum
- Anything which could be considered dangerous
- Valuables, unless requested to do so

## **Through the School Vision**

We are committed to our vision of Achieving Success for all. All members of our school community, Parents, Staff and Students, have responsibilities to enable all to succeed.

### **Parents to:**

- Support and promote the Churchdown School expectations
- Make sure that their son/daughter attends regularly and on time
- Provide notes in the event of absence and avoids taking holidays in term time
- Encourage their son/daughter to complete homework and coursework
- Encourage their son/daughter to take part in after school activities
- Use the House Diary to communicate with staff, and sign it weekly
- Attend Parents' Evenings and other meetings to discuss their son/daughter's progress
- Advise the school of any issues that may affect their child's work or behaviour

### **School to:**

- Value all students and staff equally
- Make known and apply the Churchdown expectations
- Provide an appropriate curriculum for all pupils
- Monitor and report on every students progress
- Communicate with parents/guardians through the Personal Organiser
- Inform parents/guardians of successes and concerns
- Provide opportunities for meetings through Parents' Evenings and other appointments
- Set, mark and monitor homework
- Provide facilities for students to complete homework in school
- Help each student to develop his or her individual talents
- Provide a safe and happy working environment

### **Students to:**

- Respect the Churchdown School expectations
- Respect the authority of teachers and other staff
- Attend school regularly and be punctual for registration and lessons
- Bring all the equipment needed for the day
- Wear the school uniform correctly
- Be polite and considerate to others
- Respect others and their property
- Complete class and homework to the best of their ability
- Allow others to get on with their work
- Care for school property and equipment
- Talk to their tutor and parents/guardians about any concerns and successes at school

The school has established a clear policy to deal with any reported instances of Bullying

## **Drugs and Alcohol Policy**

### **School Statement**

1. The school is committed to the health and safety of its students and staff and will take action to safeguard their well-being.
2. The school does not condone the use of drugs or alcohol by students, nor the illegal supply of these substances.
3. 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 support students in need.
4. The school has clear structures to cope with situations that arise regarding the misuse of drugs and alcohol, and also the illegal supply of these substances.

### **Purpose**

1. To provide accurate information so that students can make informed decisions.
2. To enable students to identify sources of appropriate personal support.
3. To give clear guidance on how to resolve problems related to drug and alcohol abuse in school and outside.
4. To make students aware that those who engage in substance abuse need help and understanding.
5. To make students aware of the risk that users or potential users face.

### **Details**

1. The Head Teacher takes overall responsibility for the policy and its implementation.
2. Drugs and Alcohol Education forms part of the PSHCE course, throughout the school.
3. A member of the Leadership Team is appointed within the school who has delegated general responsibility for handling the day to day implementation of this policy. Gloucester Police juvenile liaison can be involved in this process.
4. Meetings for parents regarding drug and alcohol abuse have taken place periodically.
5. The Leadership Team member coordinator will keep themselves and staff abreast of the current situation regarding drug and alcohol abuse by appropriate Inset.
6. In the event of substance misuse or supplying by a student on the school premises, normal discipline procedures will apply. Any such instance will be considered as a serious breach of discipline. Parents or carers and Governors will be advised immediately, as well as the relevant police section.
7. In the event that an immediate exclusion is necessary, further investigations will be carried out by staff, police and parents. The final outcome will depend on the individual circumstances of each case.

### **Recognition, Rewards and Sanctions**

The school will promote good and improved behaviour by pupils through a system of recognition and reward. This will include the use of:

- Praise and positive feedback
- Awarding of House Points
- Awarding of certificates per curriculum subject/year group in 'Celebrating Success' Assemblies
- Commendations and awards
- Letters to parents and carers
- Positive phone calls home/postcards (pastoral/subject area)
- Footprints
- Recognition in the newsletter

## The Awards Hierarchy

1. Trophy/Vouchers on Achievements Evening
2. Award or Colours on Achievements Evening
3. House points including House points
4. An Award presented in Assembly
5. Rewards Draw Assembly – award for each tutor group
6. Phone Call and/or letter to Parents
7. Prizes for tutor group with best attendance/most House Points in every year group

## Support

The school will review the support available to individual pupils, who may be at risk of disaffection or exclusion, including:

- Pastoral Support from Tutor, Heads of Year, SEN Dept and LT
- Mentoring from VI Form students
- Behaviour Support Groups
- Readmission Meetings with Heads of Year/LT
- Targets for Future Behaviour
- Individual Education Plans
- Appropriate Curriculum Provision
- Provision of lessons within the Learning Support Centre
- Work Experience Placements
- External Alternative Provision
- Behaviour Strategy Meetings with staff/parents/external agencies

## Consequences and the Process

The Consequences are:

- **Verbal warnings**
- **Break time/lunch time detention**
- **1 hour after school (Subject staff/Head of Department)**
- **2 hours after school (Head of Year)**
- **Hot seating within departments (Managed by Head of Department)**
- **Isolation (Head of Year)**
- **Fixed term exclusion (STH/JPO)**

Should a student choose to ignore verbal warnings/chances the consequence is a break time detention (depending on the seriousness of the action). For immediate effect it should be done on the next available break time slot to build bridges before the next lesson.

This should be recorded in the students diary so a student is not double booked with another member of staff.

The same protocol should be used when delivering a lunchtime detention as for when delivering a break time or after school detention.

If the event is more serious and warrants more than a break/lunch time detention then an after school detention will be set with subject staff in their teaching rooms. This is to be recorded in the students House Diary. A phone call will also go home to parents/carers explaining why their child has been asked to stay behind.

Should the student not attend this detention then it will escalate to a Head of Department detention for one hour after school (but more serious infringement of the rules can result in a two hour detention). At this stage a phone call will also be made to parents explaining why their child is being asked to stay behind.

Heads of Department and Heads of Year detentions will be issued if the matter still hasn't been resolved. This can be up to two hours after school and a phone call home or a meeting with parents/carers will take place.

More serious or continuous infringements of the school rules will result in an isolation plus extended day (8am – 5pm) run by Heads of Year and the LT. Parents/cares will be asked to come into a meeting if this is the case to discuss the issues that led to the isolation. Work will be sent by subject teachers to cover the lessons that the student(s) would have been taught that day.

Breaking the rules of the isolation will result in a further isolation being set or a possible fixed term exclusion.