



**Churchdown School Academy**  
ACHIEVING SUCCESS FOR ALL

## Behaviour Policy

### Churchdown School Mission Statement

Our mission is to be a school where student development and learning are at the centre of everything we do. Students are expected to strive for personal excellence and demonstrate a commitment to learning as they fulfil their potential. Our community is a nurturing and caring one, where students are encouraged to show compassion, friendship and support towards one another. We aim to provide an education which is fully inclusive, where every child is valued for who they are and who they can become.

At Churchdown School the education we provide is guided by the values of integrity, resilience, respect, ambition and tolerance. These values are particularly important to us as we develop the students into lifelong learners and prepare them for a life beyond school.

### Behaviour

At Churchdown School we expect high 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.

We have an agreed Code of Conduct that is summarised as follows:

- Come to school ready to learn, dressed appropriately and properly equipped.
- Treat others with kindness and respect and listen to their opinions.
- Take personal responsibility for our actions.
- Follow the school rules about mobile phones
- Move around the school in a careful and considerate way.
- Look after our own property and that belonging to others and the school.

We believe that pupils respond best to praise and reward. As a school we celebrate the success of our pupils. We have a clear system of rewards ranging from regular praise to merits, certificates, commendations and letters from the Headmaster, as well as an annual prize giving event.

However, we recognise the need for a range of carefully measured sanctions to reinforce our expectations when pupils let themselves down. These range from referral and punishment slips to detentions and, ultimately, exclusion from school. Any sanction is applied fairly and with the student understanding the reason for its imposition.

### 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:

- 1. In the Classroom**
- 2. Around the School**
- 3. To and From School**
- 4. Prohibited Articles**

### **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:

- Arrive promptly and enter the classroom quietly and sensibly when told.
- Put your bag on the floor and settle quickly to work.
- Always bring the correct equipment.
- Hand in homework on time and make sure it is done to the best of your ability.
- Listen carefully and allow others to concentrate.
- Always try your best and be enthusiastic about the task given.
- Co-operate with your teacher and others in the class.
- Face your teacher when s/he is talking.
- Put your hand up if you want to ask or answer a question.
- Pack away at the end of a lesson only when told to do so.
- Make sure the room is tidy and ready for the next lesson.
- Leave the room quietly and sensibly.
- Respect others' work, equipment and opinions
- Keep books and equipment free of graffiti
- Wear the school uniform correctly and with pride

### **Classroom expectations**

- **I have a right to be treated with kindness and respect.**  
This means no-one will laugh at me, ignore me or hurt my feelings.
- **I have a right to be treated as an individual in this room.**  
This means that no-one will treat me unfairly because of my age, appearance, race, colour, beliefs, accent, sex or ability.
- **I have a right to be safe in this room.**  
This means that no-one will hit me, push me, taunt me or hurt me in any way.
- **I have a right to learn about myself in this room.**  
This means I will be free to express my feelings and opinions in a sensible way, without fear of being interrupted or ridiculed and to ask questions if I do not understand.
  - **I have a right to be valued and respected**  
Regardless of culture, race, gender or background

## **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 has a zero tolerance rule to 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 Headteacher 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 Senior 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

### **School Statement**

1. Further details may be found in the full Bullying Policy.
2. Churchdown School 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.

3. 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.
4. We are a TELLING school - anyone who knows that bullying is happening is expected to tell the staff who will listen and respond. This policy was created after extensive consultation with parents, pupils, staff and governors.

### **Purpose**

1. All staff, governors, pupils and parents should have an understanding of what bullying is.
2. To make clear that bullying will not be tolerated.
3. To ensure clear procedures for reporting bullying are understood and followed.
4. To preserve everyone's right to be happy and ensure any instances of bullying are addressed.

### **Details**

- Bullying is the repeated use of any behaviour intended to hurt another person, resulting in pain and distress to the victim.
- Bullying can include:
  - a) **Physical** : pushing, kicking, hitting, or any use of violence.
  - b) **Verbal** : name calling, sarcasm, spreading rumours, teasing.
  - c) **Emotional** : tormenting, being unfriendly, taunts, graffiti, comments about disability or size.
  - d) **Sexual** : unwanted physical contact or abusive comments.
  - e) **Cyber** : internet and phone abuse
  - f) **Homophobic** : comments about people's sexuality
  - g) **Religious** : taunts, comments that offend, written remarks
  - h) **Racial** : comments or written remarks about racial background

### **Procedures**

1. Report bullying incidents to tutors (or the nearest member of staff if appropriate)
2. In serious cases the incidents will be referred on to heads of house who will interview pupils involved, contact parents and record the incident.
3. The bullying behaviour and threats of bullying must immediately stop. Heads of house, 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**

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 should 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

#### **The Behaviour and Bullying Policy will:**

- encourage pupils to take responsibility for their own actions
- allow pupils to develop to their full potential, academically and socially
- develop a sense of justice, fairness and tolerance towards others
- encourage consistent attitudes to rewards and sanctions
- We shall be succeeding when:
  - the policies are valued, understood and used by all
  - everyone believes the policies apply to them
  - incidents requiring disciplinary procedures decrease
  - behaviour out of school reflects credit on the school
  - children are happy, confident and feel safe

#### **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.

*When this policy was reviewed, an equality impact assessment was conducted to ensure any changes did not have an adverse effect under the terms of the Equality Act 2010. Should you have any comments regarding this policy, please contact the school.*

## **Appendix 1 - Code of Conduct**

At Churchdown 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.

### **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**

- No photos or videos in school
- Used only at break and lunch time
- Turned off and put away during lessons, assemblies and registration
- 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.

**Appendix 2- Exclusions**

There is now an “Exclusion policy”. All details of exclusions can be found in this document.