

Guilsborough Academy

Positive Behaviour Management Annex: how our policy is enacted in practice (Years 7-11)

With effect from 1 September 2021

Our behaviour expectations are based around our values of **Respect, Aspiration, Responsibility** and **Equality**. At this time, the emphasis for each of these values will be on students:

Respect	Showing a positive attitude towards others in our community and towards learning, including; <ul style="list-style-type: none">- Following all instructions immediately.- Using appropriate language at all times.
Aspiration	Striving to complete every challenge to the highest standard possible, including; <ul style="list-style-type: none">- Completing all work to the highest standard possible.- Acting to support myself and others to achieve in all aspects of school life.
Responsibility	Contributing to a positive working environment for all, including; <ul style="list-style-type: none">- Ensuring the learning of myself and others is not disrupted in any way.- Acting to ensure our own and everyone else's health and safety comes first.
Equality	Ensuring every individual in the school feels safe, including; <ul style="list-style-type: none">- Acting appropriately to challenge any intolerant views.- Acting at all times with kindness and appreciation of difference at the centre of our decisions.

As part of these values, we continue to require all students to follow our 4 key expectations at all times:

- i. Be on time and attend all lessons.
- ii. Use appropriate language at all times.
- iii. Wear uniform correctly (Sixth Form to follow dress code).
- iv. Have correct equipment for all lessons.

Movement around the site

On arrival on site, students should go to their designated areas in preparation to line up in tutor groups in register order for a swift start to the day at 8:35am. For students arriving on buses after 8:35am they should join their tutor group at line up as quickly as possible. Students should only enter the buildings before school if making use of the toilets and should go back outside to their designated area immediately afterwards.

When moving around the site at lesson changeover and at the start/end of breaks, students should move swiftly and should not wait for peers in corridors. Students must follow any one way systems in place and observe any other notices (eg no entry notices) at all times.

Students are met at the classroom doors by their teachers and should enter the room quietly, find their designated seat and begin the activity on the board without delay – the teacher may ask students to do this in silence. Should the teacher be unavoidably delayed, students should wait silently in single file along the wall outside the classroom.

At break and lunch times students should be in their designated year group areas or be in an area participating in an extra-curricular activity. Students should not be seeking to find students in other parts of the school during break and lunch time.

At the end of the day students should make their way to one of the following areas immediately on being dismissed from their lessons:

- Bus bays if their bus leaves before 3:35pm.
- The Fire Alarm Yard if their bus leaves from 3:35pm onwards – they will be called down to the Bus Bays by staff in time for their bus.
- The Pedestrian Gate if being collected from the front of school.
- To the location of an after-school activity or detention.

Positive Behaviour Management

Praise and rewards remain a crucial aspect of promoting positive behaviour and achievement.

- Each lesson students receive an attitude score.

1: Excellent	2: Good
Going above and beyond! I consistently showed all of the characteristics of a 'good learner' in my lesson. I led the learning in the classroom. I sought challenge and to independently extend my learning.	I was fully engaged in my lesson and actively listened at all times. I was focused and completed all of my work to the modelled standard. I looked how to improve my work through listening to and acting on teacher feedback. I had a positive attitude in lessons. I had a positive influence on the learning of others, engaged in learning discussions, showed empathy to others and always adhered to the school key expectations.
3: Satisfactory	4: Cause for Concern
I was not fully prepared for the lesson and did not meet all the school key expectations. <i>and/or</i> I was sometimes disengaged in my lesson and needed prompting from my teacher to remind me of the expectations through a warning or move to correct my attitude to learning. <i>and/or</i> My work was not completed to the modelled standard.	Today my attitude to learning and/or to others has not met the standard required. I was removed from my lesson and my teacher will be phoning my parent or carer to discuss my learning. I will need to attend a Curriculum detention during my next lunch time.

- Each student's average attitude score across all lessons will be calculated and will contribute to decisions linked to rewards – students who show a consistently positive attitude in individual subjects and across all areas of school will be considered for rewards and additional opportunities first.
- If students fail to meet our 4 key expectations (given above), their attitude score cannot be less than 3. Tutors and class teachers monitor these scores and tutors will work with students and their families to remove any barriers to students meeting these 4 key

expectations. Tutors will contact home for students who repeatedly fail to meet these 4 key expectations and/or have an average attitude score of above 3.0. Tutors may also place the students on report and/or issue a sanction to students in this situation. Persistent failure to meet these expectations and/or have an average attitude score above 3.0 will escalate to the Head of Year and may result in isolation or suspension if these issues continue for a sustained period of time.

- Subject teachers and tutors acknowledge and celebrate where students show a sustained or exceptional effort through our Student of the Week awards.
- Heads of Department and Heads of Year acknowledge and celebrate students' sustained efforts over a period of time through Student of the Month and Term awards.
- The Principal and the Senior Leadership Team recognise achievements and successes at the whole school level.

When a student's behaviour is disrupting the learning or wellbeing of themselves and others, we follow our WARN, MOVE, REMOVE procedure.

	<i>In classroom/lessons</i>	<i>Out of classroom/corridors/break and lunch time spaces</i>
WARN	Verbal warning from the teacher with clear explicit instructions for how the student needs to act.	Verbal warning from the teacher with clear explicit instructions for how the student needs to act.
MOVE	Your behaviour and actions continue to disrupt your and/or others' learning and explicit teacher intervention is required. Your attitude score will be a 3 for this lesson and you will need to remain behind at the end of the lesson for a conversation with your teacher.	Your behaviour and actions continue to put your and/or others' wellbeing at risk and explicit teacher intervention is required. You will need to stand with the staff on duty for 5 minutes.
REMOVE (classroom/out-of-classroom)	Your behaviour and actions persist in disrupting their learning and/or others' learning and the teacher makes the decision for the student to be parked. <ul style="list-style-type: none"> - Student removed from classroom and, where possible, sent to department parking. Where appropriate and the HoD agrees, the student should return to their lesson after a period of reflection to minimise lost learning time. - Student receives a Curriculum detention during the next lunch time. <p>Your attitude score will be 4 and your teacher will log the reasons for this as a negative incident on our electronic system. Your teacher will phone home on the same day to notify your parents/carers.</p>	Your behaviour and actions persist in putting your and/or others wellbeing at risk and the staff on duty make the decision you need to remain with them until your next lesson/you are collected from school (if end of day). The incident will be logged on our electronic system and your Head of Year will be contacting home to inform your parent/carer when your after-school detention or another suitable sanction will take place.

Should the student's behaviour and actions still not improve, the Director of Behaviour will be called to speak to the student. Involvement by the Director of Behaviour will lead to two actions:

- Immediate contact home to inform parents/carers of the issue.

- Director of Behaviour and Head of Year agree appropriate sanction; likely to be an after-school detention.

If the Director of Behaviour decides the student is unable to return to the parking room as their behaviour is still a concern, they will be removed to the Re-engagement Room for an extended period of time (likely to be at least until after the following break time) and, in consultation with the Head of Year and Assistant Principal with responsibility for behaviour, it may be necessary to issue an isolation or suspension.

Significant Incidents

Where students engage in serious or extreme behaviours, this will escalate to Head of Year immediately and the Director of Behaviour will investigate the incident on their behalf so they can decide on an appropriate sanction (in consultation with the Assistant Principal with responsibility for behaviour where necessary). In most instances it will be necessary for the student to be kept in the Re-engagement Room or with their Head of Year or a member of the Senior Leadership Team while this investigation is carried out; this time already spent out of lessons will be considered when deciding on an appropriate sanction.

We continue to consider the following behaviour issues as serious and significant and will consider the use of suspensions and, in extreme cases, Permanent Exclusion where appropriate (this list is not exhaustive):

- Bullying
- Extreme defiance
- Violent conduct
- Racism/homophobia
- Putting the health and safety of others at risk
- Smoking/vaping on site and/or being in a group engaging in this activity
- Direct swearing and/or verbal abuse towards any member of staff or visitor whilst on site

Additional Information for Students

Travelling to and from school

- Students are reminded school rules apply when travelling in school uniform and/or when on school transport to and from school.
- If students are travelling by bus, all students must adhere to the instructions set out by the bus companies. Students not following these instructions may find their place on the bus withdrawn.

Food and drink

- Water fountains are available for filling up water bottles so students should ensure they have a bottle with them. Water bottles can be filled up before school and at break and lunch times. Students are not allowed to use water fountains during lesson time.
- Seating areas are available both inside and outside for students at break and lunch time for students who are eating. Students should carry their food or drink and not consume it whilst walking round the site.

Hygiene / toilets

- Students should ensure they are sanitizing their hands (either through the use of the dispensers or hand wash) at regular intervals during the day. This includes before and after using the toilets and before and after eating.
- Advice on sneezing/coughing into tissues or crook of arm and not touching their face must be followed.

Uniform

- Students should wear full school uniform (please see website for full details of acceptable items). Additional items of clothing (eg hoodies or jumpers with logos) are banned from school and we reserve the right to confiscate the item and/or require a parent or carer to collect this from school.
- For PE, students should ensure they are wearing correct PE kit; sport branded items are not allowed and items must be in the named colours. Further guidance is given by the PE department.

Use of IT and Mobile Phones

- The rules regarding use of the school's IT systems, mobile phones and 'bring your own' devices are covered by our Acceptable Use and Communicative Device Use policies.
- School IT equipment is to be used for educational purposes only and with the permission of staff.
- Mobiles phones, earphones (Bluetooth and wired connections) and other electronic communicative devices are not to be seen, heard or used on site. We reserve the right to confiscate any item seen, heard or used on site and/or require a parent or carer to collect.
- The school IT Acceptable Use policy continues to apply to all students when using school IT systems remotely (eg TEAMS or email).
- Teachers will report any misuse of school IT systems outside of school to the relevant Head of Year and these will be dealt with as per the policy.
- Students should ensure they do not leave devices logged into school systems unattended.