



SWANLEA SCHOOL

Behaviour for Learning at Swanlea School

Rewards and consequences

Actions students choose will have consequences. Good choices will result in praise and rewards: poor choices will result in consequences.

What are the purposes of the Behaviour for Learning policy?

- To improve standards of behaviour in the learning environment
- To encourage students to take responsibility for their own actions
- To communicate to students what good behaviour means
- To use constant positive reinforcement in the pursuit of high standards of work and behaviour
- To provide a clear set of rewards and sanctions which all students, parents/carers and staff understand
- To recognise and celebrate student achievements

Rewards

Swanlea's rewards system recognises students who make the right choices. Merit points are awarded to students for going above and beyond basic expectations and contribute towards the following rewards:

- Merit certificates
- Positive postcards home to parents / carers
- Positive letters home to parents / carers
- Places on day trips and residential trips
- Cinema afternoons
- Rewards 'teas' / events with the Headteacher / SLT
- Whole school awards ceremonies

Merit Points

Students will automatically enter Swanlea's reward programme by accumulating merit points.

All merit points will be recorded on the SIMS system. Merit points may be given out by members of staff for things like:

- good independent work in class or at home
- Lexia and reading logs being successfully completed
- good effort / contribution in lessons
- good presentations

Reviewed January 2021 Kabir Miah

Approved: January 2021

Next Review: January 2022

- contribution to whole school events
- extra-curricular activities
- representing Swanlea School in a positive light
- Consistently being on time, having equipment and correct uniform
- 100% attendance
- Supporting other students

Consequences

The Consequence System is used when students make the wrong choices. The system is consistent across the school and gives students the opportunity to reflect on their actions and change their behaviour. It is essential that C warnings are recorded on the whiteboard (if in the classroom) so that students can see that the system is being fairly and consistently applied.

If students reach a C3 or C4 sanction it is essential that this is recorded on SIMS.

The 4 Levels of Consequence poster (below) should be clearly visible in all classrooms.

4 Levels of Consequence

C1	Verbal warning
C2	Detention for 15 minutes (with class teacher or other adult)
C3	Detention for 1 hour (with class teacher or other adult)
C4	Possible removal from lesson, referral to HOF/LCO/SLT. Investigation and further sanction

Consequences

if you do not act in the expected way:

- ➔ **C1**: First warning = verbal warning given, initials are written on the board (when in class)
- ➔ **C2**: 15 minutes detention
- ➔ **C3**: 1 hour detention after school or at lunchtime
- ➔ **C4**: possible removal from lesson (when in class) and further investigation and a sanction is applied/immediate referral to a LCO / HOF / SLT

Incidents will be recorded and kept on students' files

RESPECT | ASPIRE | ACHIEVE

Reviewed January 2021 Kabir Miah

Approved: January 2021

Next Review: January 2022

<p>C1</p> <p>Verbal Warning</p>	<p>A student who is rude, shouts out, disobeys instructions or behaves inappropriately will be issued with one warning - Consequence One (C1) by the class teacher. These verbal warnings are not to be centrally recorded but should be noted by the class teacher e.g. on the board, in notebook etc. Teachers need to be calm and decisive in giving a warning to a pupil. Examples of where a C1 can be communicated to a student are;</p> <ul style="list-style-type: none"> • Rudeness e.g. answering back to a teacher or other adult, talking whilst teacher is talking, making negative comments to other pupils, disrupting the learning of others • Shouting out • Disobeying instructions of a teacher or other adult • Behaving inappropriately e.g. moving around without permission, throwing pens or paper across room <p>Remember – as part of the Swanlea School strategies for effective teaching and learning to take place; we need to give students a time and a chance to correct any misbehaviour e.g. I will give you time to pick up that pen but if you refuse to do so then there will be a consequence.</p>
<p>C2</p> <p>Detention</p>	<p>If a student continues to not meet expectations then they receive a C2 detention. The C2 detention should be written clearly on the whiteboard so the child is clearly aware of their sanction</p> <p><i>A detention will be issued for 15 minutes.</i></p> <p>This detention could take place at break, lunchtime or after school.</p>
<p>C3</p> <p>Detention</p>	<p>If a student continues to not meet the expectations, the length of their detention is extended.</p> <p><i>A detention will be issued for 1 hour after school.</i></p> <p>This must be entered on SIMs and parents/carers must be given 24 hours' notice. A C3 or C4 could be given due to an escalation of warnings, (C1, C2 etc.) or may jump straight to this category due to the severity of the incident (see automatic C3 behaviours below):</p> <p>C3 after escalation of warnings in classrooms</p> <ul style="list-style-type: none"> • Continued rudeness e.g. answering back to a teacher or other adult, talking whilst teacher is talking, making negative comments to other students, disrupting the learning of others • Continual shouting out • Continual disobeying instructions of a teacher or other adult • Continual inappropriate behaviour e.g. moving around without permission, throwing pens or paper across room • Failure to complete, satisfactorily, classwork, homework or coursework.
<p>C4</p>	<p>If a student continues to not meet expectations they may be removed from the lesson and the response will be escalated with the behaviour being referred to a HOF/LCO/SLT on call.</p> <p>This contravening of our Swanlea Values has to be over and above all of the reasons listed for a C2 or C3. Any adult in the school who feels that the authority of the school has been challenged may issue a C4.</p> <p>C4 incidents must be referred to the HOF/LCO/SLT as appropriate for further investigation.</p> <p>Automatic C4):</p>

Reviewed January 2021 Kabir Miah

Approved: January 2021

Next Review: January 2022

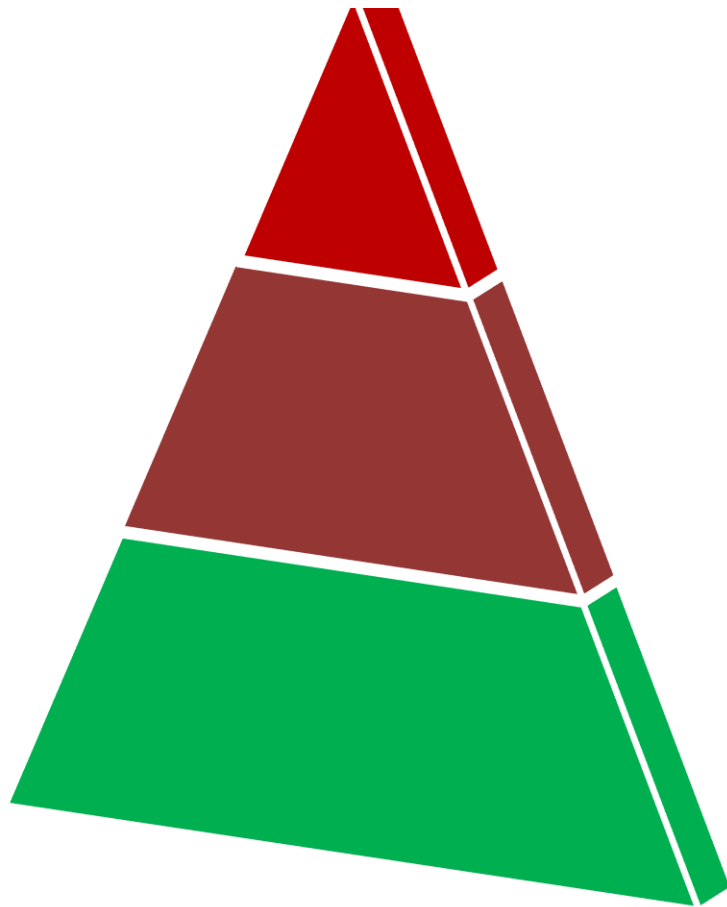
	<ul style="list-style-type: none">● Persistent inappropriate uniform e.g. wrong shirts /ties missing/wearing trainers instead of shoes etc.● Damaging the reputation of the school e.g. on public transport● Damage to school property● Deliberately offensive language directed at an individual e.g. swearing, racist/sexist comments or innuendo etc.● Bullying● Absolute refusal● Swearing at staff● Intimidating/threatening behaviour● Truancing from a lesson● Smoking● Fighting● Carrying a weapon● Carrying/use of drugs
--	---

All C3 & C4 incidents should be recorded on SIMS

Remember – reasons for giving the consequence must be made clear. Students should know why they have received the consequence, how to modify their behaviour and what the consequences will be if they continue to behave inappropriately.

Reviewed January 2021 Kabir Miah
Approved: January 2021
Next Review: January 2022

BEHAVIOUR FOR LEARNING AT SWANLEA SCHOOL: CONSEQUENCES PYRAMID



RED STAGE

EXAMPLE ACTIONS: Alcohol, drugs, fireworks, weapons in school, arson, threatening/assaulting member of staff, group attack against a student (s)

CONSEQUENCES RANGE: C4 referral, ER, red report, fixed term exclusion, parent meeting, Governors' Warning, referral to LSU, managed moved, permanent exclusion

LEAD STAFF: Headteacher/Deputy Head

ORANGE STAGE

EXAMPLE ACTIONS: Persistent C2/C3 warnings, C4 warnings for challenge to a member of staff's authority, truancy, smoking, prejudicial/discriminatory behaviour, theft, swearing at member of staff, fighting, vandalism, bullying

CONSEQUENCE RANGE: C4 referral, Year Team/Faculty detention, restorative justice meeting, parent meeting, internal exclusion, orange report

LEAD STAFF: HOF/LCO/SLT

GREEN STAGE

EXAMPLE ACTIONS: Students disrupting learning in classroom or anti-social behaviour in social areas, behaving inappropriately, calling out, disobeying an adult's instructions, rudeness, poor quality classwork / homework, inappropriate uniform, lateness

CONSEQUENCE RANGE: C1, C2 warnings & C3 detentions, Subject Teacher/Tutor Report, meeting with parents

LEAD STAFF: Subject Teacher/Tutor

Reviewed January 2021 Kabir Miah

Approved: January 2021

Next Review: January 2022

ACHIEVING CONSISTENCY IN BEHAVIOUR MANAGEMENT: BEHAVIOUR

OFFENCE	SANCTION RANGE	LEAD PERSON (S)
Prejudicial / Discriminatory Behaviour 1 st Offence	<ul style="list-style-type: none"> • Verbal Warning (Using Consequence System) • Restorative Justice Meeting • Apology within forum of initial comment • Detention 	<ul style="list-style-type: none"> • Class Teacher • Tutor / LCO for Info
Prejudicial / Discriminatory Behaviour 2 nd Offence	<ul style="list-style-type: none"> • Restorative Justice Meeting • Apology within forum of comment • Action / Learning task set to educate student • Parental Meeting 	<ul style="list-style-type: none"> • Class Teacher / HOF • SLT Line Manager
Theft	<p>If admitted C4 is issued resulting in:</p> <ul style="list-style-type: none"> • Internal Exclusion 1-2 Days • Item to be returned / replaced <p>If not admitted and / or bullying & intimidation:</p> <ul style="list-style-type: none"> • Internal Exclusion 3 days • Possible External Exclusion 	<ul style="list-style-type: none"> • CT / HOF / SLT Line Manager
Swearing at a Member of Staff	<p><i>Deliberate & Clearly Directed:</i> Issue C4</p> <ul style="list-style-type: none"> • Internal Exclusion 1-2 Days 	<ul style="list-style-type: none"> • CT / HOF / SLT Line Manager

All consequences are indicated as a guideline and are context based. Final consequences will depend on the precise nature of the incident, including the age and vulnerability of the students involved.

All incidents at C3/C4 & at **ORANGE** or **RED** stages should be recorded on SIMS

Reviewed January 2021 Kabir Miah

Approved: January 2021

Next Review: January 2022

	<ul style="list-style-type: none"> • RJ Meeting • Apology within forum of comment 	
Threatening a Member of Staff	<ul style="list-style-type: none"> • Internal Exclusion – Minimum 3 days • Possible External Exclusion • Restorative Justice Meeting • School Police Officer Involvement • Apology within forum of initial comment 	<ul style="list-style-type: none"> • On Call • LCO • SLT Line Manager
Fight / Assault – Equally Balanced	<p>Context Based response</p> <ul style="list-style-type: none"> • Sanction range from Detention – Internal / External Exclusion • Restorative Justice Meeting • Parental Communication 	<ul style="list-style-type: none"> • On Call • LCO to investigate incident • SLT
Fight / Assault – Imbalance of Numbers	<p>Context Based response</p> <ul style="list-style-type: none"> • Sanction range from Internal Exclusion – External Exclusion – Permanent Exclusion / Managed Move • Restorative Justice Meeting • Parental Meeting 	<ul style="list-style-type: none"> • On Call / SLT • Headteacher
Internal Truancy	<ul style="list-style-type: none"> • Faculty Detention – Internal Exclusion (1 day) • Parental Meeting 	<ul style="list-style-type: none"> • CT / HOF • LCO
External Truancy	<ul style="list-style-type: none"> • Parental Meeting • Internal Exclusion (2 – 3 Days) 	<ul style="list-style-type: none"> • LCO / SLT Line Manager
Bullying / Cyber - Bullying	<p>Context Based response</p> <ul style="list-style-type: none"> • Sanction range from Internal Exclusion – External Exclusion – Permanent Exclusion / Managed Move • Restorative Justice Meeting • Parental Meeting 	<ul style="list-style-type: none"> • LCO • On Call / SLT • Headteacher
Smoking / Vaping:	<ul style="list-style-type: none"> • Internal Exclusion • SSP Referral • Parental Communication 	<ul style="list-style-type: none"> • On Call • LCO / SLT Line Manager
Vandalism	<ul style="list-style-type: none"> • Contribute towards the repair / making good damaged property • Parental Meeting • Restorative Justice Meeting 	<ul style="list-style-type: none"> • HOF / LCO • On Call / SLT

Reviewed January 2021 Kabir Miah

Approved: January 2021

Next Review: January 2022

	<ul style="list-style-type: none"> • Also possible Detention / Internal Exclusion 	
Arson	<ul style="list-style-type: none"> • Sanction range from External Exclusion – Permanent Exclusion / Managed Move • Restorative Justice Meeting • Parental Meeting 	<ul style="list-style-type: none"> • On Call / SLT • Headteacher
Alcohol / Drugs / Illegal Substances	<ul style="list-style-type: none"> • Sanction range from Internal Exclusion – External Exclusion – Permanent Exclusion / Managed Move • Restorative Justice Meeting • Parental Meeting 	<ul style="list-style-type: none"> • On Call / SLT • Headteacher
Weapons / Blades in school	<ul style="list-style-type: none"> • Sanction range from Internal Exclusion – External Exclusion – Permanent Exclusion / Managed Move • Parental Meeting 	<ul style="list-style-type: none"> • On Call / SLT • Headteacher

Reviewed January 2021 Kabir Miah

Approved: January 2021

Next Review: January 2022

The Power to Discipline beyond the “school gate”

The school’s behaviour policy applies to all incidents of unacceptable behaviour where the students are not in school or in the charge of the school, for example:

- in the immediate vicinity of the school;
- on the journey to and from School;
- when clearly identifiable as a member of the School;
- when the behaviour is witnessed by a member of staff or reported to the School;
- when students may be outside School on School business including for example School trips and educational visits, School courses, sporting activities and work experience placements.

In such circumstances, breaches of the behaviour policy will be dealt with as if they had taken place in School.

The behaviour policy also extends to when students are using technologies including mobile phones and the internet.

For behaviour outside School, but not on School business, including through the use of the technologies such as mobile phones and the internet, the School may discipline a student with a sanction, including an exclusion decided upon by the Headteacher, if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole. The Headteacher will consider whether it is appropriate to notify the police, either directly or via the local Police Liaison Officer, of the actions taken against a student. If the behaviour is criminal or poses a serious threat to a member of the public, the police will be informed. In addition, the School will consider whether this misbehaviour may be linked to the child suffering or being likely to suffer, significant harm. In which case, the School will follow our Child Protection and Safeguarding Policy.

Physical Restraint

The use of reasonable force should always be a last resort for teachers and support staff. The Education and Inspections Act 2006, outlined also in the DfE guidance document ‘Behaviour and Discipline in Schools’ Jan 2016, enables School staff to use "such force as is reasonable in the circumstances to prevent a student from doing or continuing to do," any of the following:

Committing any offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student).

Causing personal injury to any person (including the student themselves).

Causing damage to the property of any person (including the student themselves).

Prejudicing the maintenance of good order and discipline at the School, and among any students receiving education at the School, whether during a teaching session or otherwise.

The act also defines to whom the power applies as follows:

Any teacher who works at the School.

Any other person whom the Headteacher has authorised to have control or charge of students, for example, support staff, teaching assistants, learning mentors and lunchtime supervisors.

The power to use reasonable force applies whether students are on School premises or elsewhere, as long as they are in the lawful control or charge of a staff member.

Further guidance on using physical restraint can be found in the staff handbook

Searches and Confiscation

If a member of staff suspects that a student is in possession of a prohibited item the student may be searched. This search of a student should be conducted by the headteacher or a member of the staff authorised by the headteacher, for example SLT, LCO, SENCO. The search should be conducted by the same gender as the students and with another adult. Before any search is undertaken consent will be sought from students. If consent is refused, the students will be asked why and depending on the circumstances, will warrant a sanction. Where there is a suspicion of knives, weapons, alcohol, illegal drugs or stolen items, the student may be searched without their consent.

When being searched, students cannot be required to remove their socks, tights, shirts, trousers or skirts; they may only be required to remove "outer clothing" such as coats and jumpers. Searching the student's possessions includes searching a student's possessions and goods over which he/she has or appears to have control. Searches will be conducted in such a manner as to minimise embarrassment or distress.

When items are found they can be confiscated if it is reasonable to do so and they are not allowed under the School rules. Where any article is thought to be a weapon or drugs, the police should be informed.

It is not necessary (but is good practice) to inform parents/carers before or after a search takes place or to seek their consent to search their child. Where objects are found however, the individual student's parents or guardians should be contacted where what is found constitutes a significant breach of the School's rules and especially where a prohibited item is found.

Prohibited Items:

- Alcohol, illegal drugs and substances & 'legal' highs
- Cigarettes, cigarette paper, tobacco, cigarette lighters, matches, e-cigarettes etc
- Weapons and offensive weapons such as BB guns, knives, catapults, knives, bladed objects etc
- Fireworks, including fire crackers; 'stink bombs' and other dangerous/noxious items.
- Stolen property
- Racist / homophobic / other prejudicial literature and other items.
- Pornographic material
- Any other item that can be detrimental to the smooth running of the School

Lead Member: Kabir Miah
Date Approved: June 2020 (Pending Governor Approval)
Date of Review: September 2021

Reviewed January 2021 Kabir Miah
Approved: January 2021
Next Review: January 2022