



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
- contribution to whole school events

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- 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

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<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>

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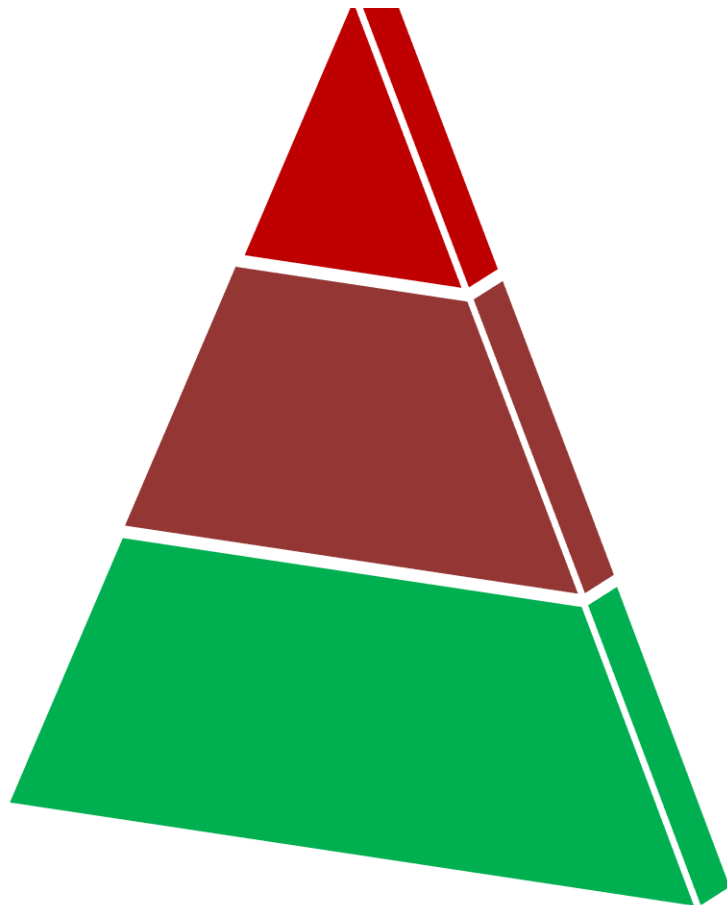
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	<ul style="list-style-type: none">• Persistent inappropriate uniform e.g. wrong shirts /ties missing/wearing trainers instead of shoes etc.• Damaging the reputation of the school e.g. on public transport• Damage to school property• Deliberately offensive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

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), serious incidents of peer-on-peer abuse

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 (online / in person)

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

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

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BEHAVIOUR MANAGEMENT SANCTIONS GRID

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 • RJ Meeting • Apology within forum of comment 	<ul style="list-style-type: none"> • CT / HOF / SLT Line Manager
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

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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 / Peer on Peer Abuse	<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 • Also possible Detention / Internal Exclusion 	<ul style="list-style-type: none"> • HOF / LCO • On Call / SLT
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

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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
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Suspension and Permanent Exclusion Arrangements

Any suspension or permanent exclusion from Swanlea School will be carried out in line with the statutory guidance set out in the document: *"Suspension and Permanent Exclusion from maintained schools, Academies and pupil referral units in England, including pupil movement, September 2022"*.

Only the headteacher of the school can suspend or permanently exclude a pupil and this must be on disciplinary grounds.

The behaviour of a pupil outside school can be considered grounds for a suspension or permanent exclusion.

A pupil may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently.

A suspension does not have to be for a continuous period and can also be for parts of the school day. For example, if a pupil's behaviour at lunchtime is disruptive, they may be suspended from the school premises for the duration of the lunchtime period.

The law does not allow for extending a suspension or 'converting' a suspension into a permanent exclusion. In exceptional cases, usually where further evidence has come to light, a further suspension may be issued to begin immediately after the first period ends; or a permanent exclusion may be issued to begin immediately after the end of the suspension.

Any decision of the school, including suspension or permanent exclusion, must be made in line with the principles of administrative law, i.e. that it is: lawful (with respect to the legislation relating directly to suspensions and permanent exclusions and a school's wider legal duties); reasonable; fair; and proportionate.

The decision to exclude a pupil must be lawful, reasonable, fair and proportionate.

We have a statutory duty not to discriminate against pupils on the basis of protected characteristics, such as disability or race. We will give particular consideration to the fair treatment of pupils from groups who are vulnerable to exclusion.

When establishing the facts in relation to a suspension or permanent exclusion decision the headteacher must apply the civil standard of proof; i.e. 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt.' This means that the headteacher should accept that something happened if it is more likely that it happened than that it did not happen.

Under the Equality Act 2010 (the Equality Act), schools must not discriminate against, harass or victimise pupils because of: sex; race; disability; religion or belief; sexual orientation; pregnancy/maternity; or gender reassignment. For disabled children, this includes a duty to make reasonable adjustments to policies and practices and the provision of auxiliary aids.

We can recommend a pupil is taken off-site to receive education to improve their behaviour. A pupil can also transfer to another school as part of a 'managed move' either via LEAP or in exceptional circumstances directly between schools. Where this occurs the informed consent of the parties involved, including the parents / carers and the local authority is required. However, the threat of suspension or permanent exclusion will never be used to influence parents to remove their child from the school.

The headteacher will only take a decision to permanently exclude a pupil in the following circumstances:

- in response to a serious breach or persistent breaches of the school's behaviour policy;
- and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.
- Parents/Guardian have the right to appeal or make representations against suspensions or permanent exclusions as set out in the statutory guidance.

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;

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- 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

Only the Headteacher or in her absence one of the Deputy Headteachers can authorise a search of a student and /or a police officer speaking to a student.

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 or deputy headteacher, for example SLT, LCO, SENCO, Pastoral Leaders.

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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 – such searches can only be authorised by the headteacher or deputy headteacher and only after parent / carer’s consent has been secured. Where parental consent cannot be obtained for a search, but a clear safeguarding risk is posed, the headteacher or deputy headteacher will seek and act on guidance from the police or other relevant agency.

The search should be conducted by an adult of the same gender as the student, with another adult and in a place out of view of others. 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 a sensitive manner, respecting the student’s dignity and seeking 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, drugs or drug-related, the headteacher / deputy headteacher will inform the police and act on the guidance received. The parent / carer will also be contacted by the lead member of staff.

All searches of a child should be logged on the school MIS system and the parent / carer informed before the child returns home that a search has taken place and in the case of a significant breach of the school’s rules, where a prohibited item is found, the action to be taken.

Prohibited Items include:

- Alcohol, illegal drugs and substances & ‘legal’ highs
- Cigarettes, cigarette paper, tobacco, cigarette lighters, matches, e-cigarettes etc
- Weapons and offensive weapons or items which could be used as such including, but not limited to BB guns, knives, catapults, knives, scissors and other bladed or pointed objects
- 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 could be detrimental to the safe running of the school