

<b>Date of Last Review</b>	June 2024 (T6)	<b>Review Period</b>	Annual
<b>Date of Next review</b>	April 2025 (T5)	<b>Owner</b>	Rachael Faulkner, Deputy Headteacher



# ***Behaviour Policy & Procedures***

*Enabling a world of freedom, opportunity and fulfilment*

## History of Policy Changes:

Date	Page	Change	Origin of Change
July 2022	11	Reference to MLP Suspensions and Exclusions Policy	Duplication
June 2024	All pages	Review of policy	Statutory review

## **OUR PURPOSE**

### **TOWARDS A LIFE FULFILLED**

**EMPOWERING YOUNG PEOPLE TO BE THE SOURCE OF THEIR OWN SUCCESS**

*Empowering young people to be the source of their own success is our commitment in enabling our students towards a life fulfilled.*

#### **Trafalgar School Values – ‘Being Trafalgar’**

##### **I AM STRONG AND SPIRITED**

I believe that, as an individual and within a community, I am in charge of my own destiny and I have the power to change the world both for others and for myself. I am self-motivated.

##### **I AM GIVING**

I look for opportunities every day to serve other people and to make the world just that little bit better in whatever way I can. By doing this I improve my own sense of self-worth.

I understand the importance of civic responsibility, of being a positively contributing member of society.

##### **I AM DETERMINED**

I do not give up even if the road gets tough. I am resilient, I persevere and I achieve my goals. I understand that commitment to a long term goal is the key to a successful and fulfilled life and gives me roots.

##### **I AM COMPASSIONATE**

I care about others and myself and I understand that sometimes people need our support.

##### **I AM ENTHUSIASTIC**

I enjoy life and I appreciate everything I see and do. I find joy in the smallest things. I always give of my best and expect the same from others.

##### **I AM TRUSTWORTHY**

I strive to do what is right and I value honesty and trust.

##### **I AM RESPECTFUL**

I realise that everyone has talents and gifts and should be respected. I expect that both for and from myself. I listen to others and I am courteous. I am socially confident and I understand the importance of self-regulation.

##### **I AM OPEN-MINDED**

I understand that difference is a positive thing and that no one way is always the right one. I am tolerant of others and expect the same towards me.

## Strategic Objectives and \*Aims

Upholding high standards of behaviour *so that* **\*all students have a moral understanding and a sense of civic responsibility to make the world a better place.**

## Introduction

Outstanding behaviour is essential for the best possible academic and personal success. Good relationships, mutual respect, trust and high expectations, are crucial. These are underpinned by our **Trafalgar School values – ‘Being Trafalgar’**.

*At the Trafalgar School at Downton lessons are ‘quiet and purposeful’ whatever the time of day or week but, as all schools do, we need to consistently reinforce the message that disruption to lessons is not acceptable. To that end, any behaviour, which means that the students’ learning or the teacher’s teaching is disrupted, results in very clear sanctions. The vast majority of our students come to lessons ready to learn and so, on any rare occasion where this is not so, it is tackled quickly and effectively.*

Every student must take responsibility for his/her own behaviour and ensure that the school **Code of Conduct** (Appendix 1.0) and **Learning Expectations** (Appendix 2.0) are followed. Equally, adults must remember that they are the professionals in the classroom and are required to lead and create conditions where it is as easy as possible for students to do the right thing, follow the Learning Expectations and so learn very effectively. The expectations of how teachers do this are contained in The Principles of Behaviour Document ( Appendix 3.0)

Students need to feel very positive about their learning - creating a “can-do” attitude in every student, so each one clearly believes (s)he can make progress and achieve, and is given the right learning opportunities in order to do so.

Students appreciate the **Learning Expectation System** as it enables a very clear and appropriate system of consequences for misbehavior, whilst taking account of every student as an individual.

As a school, we have a **Code of Conduct – What we expect of you** and our **Academic Standards** which we expect all students to follow all of the time. These allow students to get on with the important task of learning and teachers with teaching. These are displayed as our **What we expect from you** rules in every classroom.

## **Responsibilities**

**The Academy Governance Committee (AGC)** will support and uphold the high standards required by the Trafalgar School of its students, in order to maintain good order and discipline to ensure a quality learning experience and positive relationships. The AGC will fulfil its statutory obligations to conduct disciplinary committees and appeal panels for Suspensions as required.

**The Headteacher** will take responsibility for the good order and discipline of the school, ensuring clear boundaries and expectations are established and that resources are deployed appropriately. Suspensions will only be used as a last resort when other strategies to manage behavioural issues have been tried and the learning and or safety of other students has been compromised.

**All senior leaders** will lead, manage and model appropriate behaviour management strategies within the school, implementing the standards of the policy with regard to repeated or serious infringements of the school rules. They will support the teams that they line manage to consistently apply the behaviour policy.

**Middle leaders** will lead, manage and model appropriate behaviour management strategies within their designated areas, supporting staff to become autonomous in their management of behaviour but also providing a point of referral if required.

**Pastoral leaders** will implement school policy on procedures and sanctions relating to discipline e.g. lesson checks, reports, take statements after incidents, detentions, suspension processes and paperwork, ensure all student logs are kept up to date and that appropriate action is taken as and when required.

**The SENDCo** will ensure that suitable programmes are planned and developed which are appropriate to individual needs and entitlements for students with educational needs related to behaviour, and liaise accordingly with specialist external agencies

**All teachers and teaching assistants** will set high expectations for student behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships. Teachers will be positive role models for students and follow the procedures for behaviour management as laid out in this policy.

**All staff** have a responsibility to:

- Be familiar with the **Principles of Behaviour for staff** (Appendix 3.0)
- Establish a positive and trusting relationship with students and parents
- Demonstrate a level of care and respect for all students
- Act justly and fairly (and be seen to do so)

- Deal promptly and personally in matters, which affect the quality of teaching and learning and the personal development of the individual
- Apply a consistent approach to all students
- Support and implement Learning Expectations, reward good behaviour and both challenge and sanction inappropriate or unacceptable student behaviours

**All students** will be expected to familiarise themselves with, and abide by the **The Code of Conduct** and the **Learning Expectations**.

**Families** are expected to support and work with the school in maintaining good behaviour and discipline:

- Encourage children to develop good habits of diet, sleep and a healthy lifestyle
- Comply with the Academy's Attendance Policy
- Ensure that children wear their uniform with in accordance with the Academy's Uniform Policy
- Support the school's mobile phone protocol
- Be familiar with the **The Code of Conduct** (Appendix 1.0) and the **Learning Expectations** (Appendix 2.0)
- Keep the school up-to-date with home and emergency telephone numbers and other pertinent information
- Bring to the attention of the school any potential problem that might affect their child's education
- Be responsible for the behaviour of their children to and from the school
- Encourage children to develop effective study habits at home
- Participate in parent/carer/teacher meetings to discuss attainment, progress and welfare
- Discuss progress reports with their children and contact the school if necessary

## **Educational Visits and Journeys**

When on an educational visit, students are expected to behave in an exemplary manner and the behaviour policy, and expectations herein apply on school trips and visits. will also behave in the same way on journeys to and from school in order to maintain an excellent reputation for the school in the community. If staff witness misbehaviour on these occasions, or it is reported to the school by a member of the public, appropriate disciplinary action will be taken. The Headteacher also has authority to take disciplinary action if it is made known that a student of the school has behaved on any other occasion in a way that endangers a member of the public, property, another student, or threatens the reputation or running of the school. Such action will be informed by the Academy's Safeguarding and Child Protection Policy if appropriate, and if criminal, will involve referral to the police.

## **Daily Practice and Monitoring**

**Quality Assurance:** The Senior Leadership Team and middle leaders will support staff in promoting learning and positive behaviour by regularly visiting lessons and by their presence in and around the Academy. They will affirm and note good behaviour, lesson engagement and excellent work. They will strengthen staff management of poor behaviour and if necessary, escalate action to bring it under control.

**On Call:** Senior and Middle Leaders cover an on-call rota which is specifically designed to ensure no student is missing from lessons, that all students are safeguarded, and that Behaviour and Learning Support run smoothly.

**Behaviour Support:** Whilst the majority of incidents can be dealt with using verbal warnings or sanctioned with a short detention, there are occasions where more serious sanctions are required. Behaviour Support is a supervised classroom in which students are expected to work silently using resources provided aligned to the curriculum. Students may be placed in Behaviour Support for a variety of reasons including, but not limited to, repetitive disruptive behaviour or when an incident has been deemed to meet the threshold for internal suspension.

Expectations in Behaviour Support are clear and must be met. Failure to complete a session in Behaviour Support will lead to an extension of this session and ultimately an external suspension.

**Daily Review:** The Deputy Headteacher with responsibility for pastoral systems will meet with Pastoral Leaders as appropriate to review significant recorded incidents on a case-by-case basis to ensure that appropriate levels of intervention, sanction or support will be in place as required. The schools aim for a consistent application of the Behaviour Policy. This (daily) review helps us to maintain a high level of consistency.

Senior Leaders will hold periodic and calendared Behaviour Panel Meetings to discuss those students causing concern. Each senior leader is assigned to a year group in the school and will review data frequently and take supportive actions. The behaviour (and attendance) of students is ‘everyone’s business’.

### **Recording of incidents:**

In order to quantify and subsequently analyse behaviour, the school tracks both good and poor patterns of behaviour using ClassCharts. This data is used to identify and respond to behavioural patterns of individuals and groups and to support effective intervention. Staff must log all behaviour incidents according to the school policy.

### **Mitigation – ‘reasonable adjustments’**

*We recognise that this behaviour policy and the practice it supports needs to be responsive to individual needs. The school believes that our response to children who have additional needs relating to a disability must take into account the legislation of the Disability Discrimination Act 2001 and the 2005 amendment. Schools must not discriminate against disabled students and consequently may be required to make reasonable adjustments to ensure their educational and*

*social experiences at our school are as positive and inclusive as possible. For children who display inappropriate behaviour for reasons related to a disability, for example: autism, Asperger's Syndrome and Tourette's Syndrome, the school response may need to be differentiated in recognition of the additional difficulties these children may have in managing their actions.*

*We firmly believe, however, that it is our responsibility to support and help such students to behave in a socially acceptable manner and that affecting positive behavioural change is always possible. However, the methods of achieving this may vary depending on the individual circumstances of the student concerned.*



The school will ensure all staff are aware of individual needs regarding Social, Emotional and Mental Health (SEMH). Individual guidance will be circulated to every teacher about how they may most effectively manage the behaviour of individual children with these difficulties.

Whilst recognising that some children will require a differentiated approach in relation to their behaviour, we cannot condone, nor will we accept violent or abusive behaviour towards staff or other students and any such incidents will be investigated thoroughly. In very rare cases, we may be unable to impact positively on behaviour where violence and abuse are major concerns. If such students have an EHCP, then a review of their provision will be held to determine if it is still appropriate to name The Trafalgar School at Downton as their school. If no EHCP exists, then the process for an SEN assessment will be undertaken. However we envisage such circumstances to be very rare and this would never be undertaken lightly or without due consultation with parents, Governors and the child. With regard to sanctions, staff follow DfE guidance with regard to equality and mitigating circumstances.

### **Banned Items**

The following items are not permitted on the school site: chewing gum, stink-bombs, lighters, cigarettes, vapes, smoking paraphernalia, carbonated/energy drinks, pornography, laser pens and electronic cigarettes. This list is not exhaustive and the school maintains the right to confiscate any item considered dangerous, offensive, inappropriate or that may compromise safety.

The following items are considered dangerous and are also banned: fireworks, illegal drugs, banned substances, solvents, knives, blades, pointed items, alcohol, guns (including plastic toys or replicas).

Students found in possession of 'banned' items will have them confiscated and may be isolated/suspended from school. In relation to dangerous items, it is likely the school will involve the Police. The school have the authority to 'dispose' of banned items.

### **Searching, Screening and Confiscation**

The school has powers to search and screen for prohibited items and to confiscate these as necessary if they reasonably believe that students are in possession of any of the items listed above, or any article that a member of staff reasonably suspects has been, or is going to be used:

- To commit an offence
- To cause personal injury to, or damage to the property of, any person (including the student themselves)

The school takes very seriously the issue of drug use and knife crime and the dangers surrounding these. It is our policy that any student found on the school

premises with drugs, a knife; blade or item of a similar nature is immediately suspended from school and removed from the premises either by parents/carers or police as appropriate. This is followed by an investigation. The sanction for this offence could be a Managed Move or transfer to an alternative provision. The school retains the right to search and confiscate such items as outlined above and as described in law. The school will contact the Police if there is any perceived risk to staff or students.

The Senior Leadership Team and senior pastoral managers are designated with the authority by the Headteacher to search students if they believe they may have possession of drugs or weapons. There will always be two members of staff present, at least one of whom will be the same sex as the student. For more information regarding drugs see the Academy's Drugs and Substance Misuse Protocol.

### **Physical restraint**

Part 7 of the Education and Inspection Act 2006, Chapter 1, Section 86 (1) outlines the powers of members of school staff to use force. The Act states that:

*“Staff may use such force as is reasonable in the circumstances for the purpose of preventing a pupil from doing (or continuing to do) any of the following, namely:*

- *Committing an offence*
- *Causing personal injury to, or damage to the property of any person (including the pupil himself/herself), or*
- *Prejudicing the maintenance of good order and discipline at the schools or among any students receiving education at the school, whether during a teaching session or otherwise.”*

At the Trafalgar School at Downton reasonable force will only be used if no alternative can be sought. Members of staff should be aware of their own personal safety at all times. Staff are reminded that they have an ongoing duty of care and a collective responsibility for maintaining good order and health and safety and should always work to defuse rather than escalate a situation.

*“Some examples of situations where reasonable force might be used are:*

- *To prevent a student from attacking a member of staff, or another student, or to stop a fight between two or more students;*
- *To prevent a student causing deliberate damage to property;*
- *To prevent a student causing injury or damage by accident, by rough play, or by misuse of dangerous materials or object;*
- *To ensure that a student leaves a classroom where the student persistently refuses to follow an instruction to do so;*
- *To prevent a student behaving in a way that seriously disrupts a lesson; or*

- *To prevent a student behaving in a way that seriously disrupts a school sporting event or school visit”*

*From “Use of force to control or Restrain Students – A Summary of the new DCSF guidance – REF No. DCFS-00368-2010”*

Any incidents where a member of staff is required to restrain a student must be recorded in the Restraint Log.

### **Communication**

For moderate and high-level incidents, parents should be included in any communication. All incidents requiring intervention beyond a warning should be logged on ClassCharts. All teaching staff need to be familiar with how to log detentions. Appropriate logging of behaviour means that we can track trends and respond to issues in a timely manner. Parents should be informed if any incident has required removal from a lesson or isolation. In addition, parents will be informed via ClassCharts regarding any behaviour that has led to a detention being set as a sanction.

Any incident which requires investigation and further sanctions must be logged on CPOMS with statements attached and the relevant staff alerted.

### **Support for Students**

If a student is receiving detentions or isolations on a regular basis, the pastoral team will provide support to help change a pattern of negative behaviour. Initially support will be provided by the Form Tutor who will provide mentoring and advocacy for the student where necessary as well as a Tutor report card. If this proves to be ineffective, the Head of House can provide further support such as meetings with parents, incentive schemes and a Head of House report card. This will then be escalated to the Senior Link Staff member, if it continues to be unsuccessful at Head of House level.

In most instances, no further intervention is required beyond the level of the Head of House or Senior Leader. However, when this does occur, specialist support is requested from the SENDCo to establish whether there is a SEMH (Social, Emotional or Mental Health Needs) affecting behaviour or other learning difficulties. The SENDCo can instigate a range of additional support strategies such as social skills teaching, additional adult support or bespoke learning programmes and in extreme circumstances begin statutory assessment for an EHCP (Educational Health and Care Plan) where there is not already an EHCP in place.

### **Mend and Move on<sup>1</sup>**

A restorative conversation: A one-on-one chat in which you actively listen can help you better understand a student who is struggling with behaviour. Active listening has the additional benefit of helping people calm down, which can encourage them to be more introspective and open to problem-solving.

<sup>1</sup> Acknowledgement: A Proactive Approach to Discipline by Marieke van Woerkom

This meeting will be chaired by a neutral person such as a Senior Teacher, Head of House or tutor and will mediate between the student and the staff member. It is a time for honesty on both sides to find a way forward in a safe environment.

The goal of all disciplinary interventions is to teach behaviour while building and maintaining our relationships with students and strengthening the community as a whole. When more serious problems arise or harm is done, we can then draw on the relationships and skills we've built to come to a resolution and repair the harm. Meanwhile, our work has had the positive effects of supporting students' social and emotional growth and creating a more congenial and productive classroom climate.

## **Suspensions**

Information on Suspensions can be found in the MLP Exclusions Policy

<https://www.magnalearningpartnership.org.uk/>

## **Alternative Provision**

When we believe that a student may be putting themselves beyond the control of the school, the school we consult with outside agency representatives – the YPSS, the EWS and others, in order to inform all decision-making. We will also make use of the Inclusion Panel within the Wessex Partnership to see if there are avenues of support that we have not explored, such as:

- A 'Fresh Start' in another school
- Alternative Curriculum this may include a short term part-time provision
- Offsite provision i.e. The Brunel Centre
- Post school provision
- 1:1 tutoring or mentoring
- Remote learning offsite

At all times we aim to work with students and families so that all concerned understand the situation, and the consequent decisions of the school, this helps maintain rapport with families who may have other children in our school, and also with the student, so that the likelihood of the problem of being a negative influence in our community is minimised.

We have a clear set of structures to manage persistently poor behaviour. The first strategy is for students to spend a period of time in our Alternative Provision (Behaviour Support). This is based on the school site and allows students who are struggling with the behavioural expectations of the school to have some

time to reflect and intervention with a view to them reintegrating back into lessons as soon as possible.

In addition we will offer bespoke solutions to students who are not being successful even when they have been in Behaviour Support or if there is a specific issue which needs a different approach. These may include:

- Working with staff from other local providers with alternative education opportunities.
- Managed Moves (Fresh Starts) with our fellow schools in The Wessex Partnership of local secondary schools and colleges.
- Working with the Educational Welfare Service (EWS) as well as any other legitimate service, which can promote a student's inclusion in mainstream school.

## **Monitoring Behaviour**

An analysis of behaviour trends is ongoing.

## **Policy Review**

Governors will regularly scrutinise the effectiveness of the Behaviour Policy. The policy is developed through consultation with staff, students and governors.

This policy will be reviewed by the Academy Governance Committee every year in accordance with the review cycle.

### **Documents linked to this policy:**

Anti-Bullying Policy

SEND Policy

Equality Information and Objectives

Rewards Protocol

MLP Exclusions Policy

Drugs and Substance Misuse Protocol

## Appendix 1.0 – The Student Code of Conduct

**being Trafalgar**

# CODE OF CONDUCT

**WHAT WE EXPECT FROM YOU**

- BE ON **TIME**
- BE **EQUIPPED**  
*PEN, PENCIL, RULER & EXERCISE BOOK (AS A MINIMUM)*
- LISTEN TO STAFF AND **ALWAYS**  
COOPERATE
- DO NOT INTERRUPT **LEARNING** TIME
- COMPLETE **ALL WORK** SET  
*BEST WORK, FIRST TIME*
- SHOW **RESPECT**
- WEAR UNIFORM **PROPERLY** AND  
WITH **PRIDE**
- MOBILE DEVICES/SMART  
WATCHES TO BE IN **YONDR** CASE

GREAT PEOPLE - GREAT TEACHING - GREAT OUTCOMES



## Appendix 2.0 – Learning Expectations – Being the best you can possibly be

ISSUE	EXPECTATION	ACTION	FOLLOW UP ACTIONS (IF NEEDED)
<b>Low level disruptive behaviour</b>	Student behaviour should not interrupt the learning of other students and should allow the lesson to progress without interruption.	Students warned first that behaviour is unacceptable. D10 issued if it continues. Log on ClassCharts	2 <sup>nd</sup> time - Removal to Behaviour Support D20 issued Log on ClassCharts  NOTE: If two or more in same subject area across two week cycle, class teacher to contact home. If across subjects the Tutor to contact home.
<b>Serious misbehaviour</b>	Students should behave in a safe, kind and considerate way to staff and students.	Students who swear aggressively, are racist or homophobic or violent, who vandalise or graffiti school property or make threats will be placed immediately in Behaviour Support.	Sanction will be decided on an individual basis by SLT/HoH. This could include a suspension. The sanction will be entered onto ClassCharts by SLT/HoH.
<b>Red Line Incidents</b>	The school community expects its members to behave in a kind and positive way so that everyone feels safe, secure and happy.	Chewing gum Phone use (including confiscation) Observed dropping of litter Toilet misuse ( more than one person in a cubicle) Casual swearing Casual discriminatory language	Senior Team detention 3-4pm on a Friday. Log on Class Charts. Notification to go home to parents on Wednesday before the Friday from HOH. Weeks run Friday- Thursday so parents are informed in time.
<b>No Equipment</b>	Students are expected to have equipment for each lesson as required by the subject. For many subjects – this is the minimum of a pen, pencil, ruler and exercise book. Other subjects have specific requirements which are communicated to students.	E10 issued Log on ClassCharts. Supply with equipment  NOTE: If the item is their book, student to ensure that work done in lesson is transferred to their book by next lesson.	Teacher to check work made up in book.  NOTE: Two or more logs in a week – class teacher to contact home and log on ClassCharts. If across subjects the Tutor is to do this.



<b>Being late for a lesson</b>	Students are expected to be at all lessons promptly and ready to learn.	L10 issued Log number of minutes late after 5 minute window on ClassCharts (L10 - Late)	More than three late lesson logs in a week, student put on punctuality report by Tutor. Parents informed
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		<b>NOTE: If note from member of staff do not log.</b>	If lateness persists, HoH to phone parents and take on report. If still an issue refer to SLT for support.
<b>No homework</b>	Students are expected to complete all homework set.	Log on Class Charts – (Homework Issue)	5 missed homeworks triggers a tutor homework report. This is then escalated to Head of House or Senior Leader if it does not improve.
<b>UNIVERSAL EXPECTATIONS</b>			
<b>Uniform</b>	Students are expected to wear correct uniform as per the Uniform Policy.	Log on ClassCharts (Uniform Issue) Tutor to contact home, even if note, to verify accuracy of excuse and get a timeframe on when it will be solved.  NOTE: Please share this information with staff to avoid behaviour points being added in every lesson.	Parents will be notified of repeated failure to wear Academy Uniform and sanctions will be imposed as appropriate.
<b>Nail Varnish</b>	Nail varnish, acrylics, shellac or any form of nail art are not acceptable.	Student sent to Student Services to remove nail varnish. 24hrs to remove other types.	Persistent – Tutor to contact parents.
<b>Jewellery</b>	See Uniform Policy	Ask student to remove. Confiscate items and pass to reception in named envelope. Log on Class Charts	If students will not remove items, treat as refusal to follow staff instructions - Internal Suspension.
<b>Smoking &amp; Vaping</b>	The School is a non-smoking/vaping site. It is also illegal to sell cigarettes or vapes	Removal to Internal Suspension Room for 1 day. Use of detection wand if required. Items confiscated Log on vaping spreadsheet	Second time – external suspension.




	to individuals under the age of 18.	Parental contact made by HoH	
<b>Mobile Phones</b>	<p>All mobile phones/smart watches should be placed in a Yondr case Period 1 each day.</p> <p>Yondr cases are not to be intentionally damaged or graffitied.</p> <p>Yondr case to be brought into school each day.</p> <p>Should the case become damaged please report to Student Services.</p>	<p>If a student is caught using a mobile phone during the school day the phone will be confiscated and not returned until the student has sat a 1 hour afterschool detention on the day with the Headteacher.</p> <p>£5 replacement</p> <p>E10 log issued. Phone to be stored in Student Services- this is only for students to use on a one off basis. No student should expect to leave there phone there all the time.</p>	<p>If continues to not cooperate then longer-term confiscation and/or banned from bringing a mobile phone into school.</p>

# Appendix 3.0 – Principles of Behaviour for Staff

## THE PRINCIPLES OF BEHAVIOUR AT THE TRAFALGAR SCHOOL AT DOWNTON






### BEFORE THE LESSON

<b>1. ESTABLISH YOUR SEATING PLAN</b> 	<b>2. ROUTINES</b> 
Seating plans (designed by the teacher not the student) are required for all classes (on ClassCharts) <b>so that</b> an optimum classroom climate is created and student needs are fully met.	Have the <u>same</u> 'tight' routines at the start of every lesson <b>so that</b> students become familiar with what is expected of them – <b>"come in quietly. Stand behind chairs"</b> for example. Give the students responsibilities such as handing out books, collecting in homework. <b>'Behaviour in their own hands'</b>
<b>3. BAD DAYS ONLY HAPPEN OUT OF SCHOOL</b>	<b>4. RESPECT – SPEAK KINDLY</b>
<h2 style="text-align: center;">"Visible kindness!"</h2>	
A welcome and a smile goes a long way. Never bring your out of school issues into lessons. The students are not interested and we expect them to <b>"leave it at the door."</b> Every lesson is a new start with new opportunities.	Expect respect from students but also give it back by being <b>gentle, kind and caring</b> – in the classroom, in the corridor, around the school site generally <b>so that</b> a climate of mutual respect pervades.


### AT THE START OF THE LESSON

<b>4. BE... PREPARED BE CONFIDENT</b> .... on time ....equipped and planned ....organised 	<b>6. ON ARRIVAL - NOTICE</b> <h3 style="text-align: center;">Uniform Equipment Lateness</h3>	<b>7. QUIET STARTS</b> 
<b>So that</b> it models the behaviour we expect from our students. Own your classroom, walk around and be confident.	Make sure you notice these and take action if there are issues - challenge proportionately. Make late arrivals feel they have missed something <b>so that</b> students think you don't miss a thing.	Establish silence – However long it takes. Train the students – <b>a quiet pause is best</b> – Use the language <b>"quiet and purposeful"</b> <b>so that</b> a learning environment manifests itself.

### DURING THE LESSON

<b>5. MODEL THE BEHAVIOUR – GOOD BEHAVIOUR NEEDS TO BE EXPLICITLY TAUGHT AND RELIGIOUSLY PRACTICED</b>	<b>9. CONSISTENCY IS THE KEY – 'WARM STRICT!'</b>	<b>10. PACE – TIME EVERYTHING</b>
<h3 style="text-align: center;">BE THE BROKEN RECORD</h3>	<h3 style="text-align: center;">SAY THANK YOU, NOT PLEASE</h3>	
Many students will get this teaching at home, some will not. We need to model this for all students, all the time. The Academic Standards are a great point of reference.	You must be firm (never wavering on a decision), fair and consistent in your classroom control and warm in your words, mood and your interpersonal relationships. 'Warm strict!' <b>So that</b> students react in the way the school expects.	Be clear on what needs to be done. What doesn't get finished in lessons must be finished. Books with 'gaps' are no-no! Deadlines are deadlines! <b>So that</b> students understand the importance of completion.
<b>11. 80% REWARDS - 20% SANCTIONS</b>	<b>12. USE THE BEHAVIOUR SYSTEM ACCURATELY</b>	<b>13. MISTAKES HAPPEN</b>
	<h3 style="text-align: center;">Maintain the Trafalgar high bar!</h3>	
Reward – Reward - Reward and appreciate the work and the attitude of students. Let them know you are rewarding them and what for <b>so that</b> positive behaviour is reinforced and celebrated.	Issue sanctions only when required to modify behaviour. Appreciate the importance of 'Mend and Move on' Meetings Make sure students know if they are on the detention list by checking Class Charts	If you know that you have made a mistake in your behaviour management - admit it. Students will think much more of you if you show you too can make mistakes.

### AFTER THE LESSON

<b>17. Follow through - Add rewards</b> 	<b>18. Follow through – Certainty</b> 
Add rewards. Do not throw away the trust you have built by forgetting to add rewards. A postcard or phone call home goes a long way <b>so that</b> a relationship is built if times get tough.	Follow up any repeated negative behaviours with the students, their tutors, their Head of House or their parents <b>so that</b> patterns of negative behaviour are eradicated. Do not struggle on your own or simply put up with it.

## Appendix 4.0 – Detention Structure

Student disrupts learning once <b>D10 issued</b>
If student disrupts learning for the second time <b>D20 and student goes to Behaviour Support</b> (If 2 or more D20s in the same two week cycle and same subject, the class teacher will meet with the student and note the outcome on ClassCharts (Mend and Move on meeting if needed)
Failure to attend D20 <b>D30</b>
Failure to attend D30 <b>D40</b>
Failure to attend D40 <b>D50</b>
Failure to attend D50 or build-up of minutes over 100 <b>SLT Detention on Friday 3.00pm to 4.00pm</b>
Failure to attend SLT Detention <b>Internal or External Suspension as well as SLT detention</b> followed by Reintegration meeting and Report for two weeks to Head of House

Behaviour Support should be used immediately for students who have committed a serious misdemeanour such as those listed here:

- **Violence**
- **Blatant defiance**
- **Abusive language to a staff member**
- **Graffiti/vandalism**
- **Racist language at a student or staff member**

Serious incidents will be dealt with on a case-by-case basis and may result in Internal or External Suspension or alternative provision being investigated. Physical violence or swearing at a member of staff is likely to lead to an external suspension.

### Mobile Phones

Failure to follow Process <b>After school detention on the day with Headteacher</b> <b>3.00pm-4.00pm</b> (If student attends, phone returned)
If student fails to attend they will be sanctioned with an internal isolation followed by the hour detention. Phone not returned to student until detention attended

