

MAGHULL HIGH SCHOOL



Behaviour and Attitudes Policy

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AIMS AND POLICY STATEMENTS

This policy makes clear the attitudes and values of Maghull High School and illustrates the processes involved in ensuring students develop responsibility for a self-directed approach towards their conduct throughout their school life. Good order and discipline are essential to the success of the school, as learning takes place best when students understand and take responsibility for their behaviour.

For this policy to be effective it has to be accepted and understood by all those involved in the School. All members of the school community have an important role to play in the implementation of this policy to ensure it is consistently applied.

Whilst the overall aim is concerned with providing guidance on expected standards of good conduct, the school also believes in the importance of individual growth and personal development. We believe it is the right of every individual to learn within a safe and orderly environment, which is free from disruption, violence, bullying and any form of harassment. Therefore, we promote equality and fairness for all.

Working in close partnership with parents and guardians is an integral part of the School's Behaviour and Attitudes Policy. Parents/ guardians are encouraged to support students to take responsibility for their actions and we will always share our concerns in an open and transparent manner.

It is the responsibility of everyone in the school to act with courtesy and consideration towards others at all times. We recognise that if all in the school community work hard, respect themselves and respect others then good conduct will follow and a calm and orderly learning environment will be achieved.

Bullying of any form will not be tolerated. It is at odds with Maghull High School's core values and it will be dealt with sensitively and appropriately, in accordance with the school's Anti-Bullying Policy.

The implementation of the Behaviour Policy is dependent upon all stakeholders within the school community upholding the key principles and practices outlined below:

- Strong school leadership which promotes a culture of high expectations
- A consistent approach to behaviour management, including the application of rewards and sanctions
- Effective and positive classroom management which creates an environment in which all students engage with their learning
- The teaching and modelling of good behaviour by the school's staff and senior students
- Strong systems of support for students, staff and parents/guardians to promote good behaviour
- Regular liaison and contact with parents/guardians and outside agencies
- The promotion of an orderly school environment, in which students behave sensibly and with consideration for others and the environment, both during lessons and outside lessons

As members of the community, all students have responsibilities; in particular, they are expected to behave responsibly, safely, politely and with respect and common sense at all times, and to take full responsibility for all their actions. Central to good behaviour are three core expectations to which all students are expected to adhere: work hard, have respect for yourself and have respect for others.

Work hard – we expect you to:

- Arrive at school, lessons and activities on time and with the correct equipment
- Participate enthusiastically in all lessons and activities
- Develop a responsible approach to class work and independent study
- Take pride in the presentation of your work

Respect for yourself – we expect you to:

- Use your time to good effect and try your best at everything you attempt
- Accept praise and respond positively to constructive advice
- Dress smartly wear the correct school uniform and take pride in your appearance

Respect for others – we expect you to:

- Treat all other people in the same way as you would like to be treated
- Listen to and accept the views of others
- Encourage and help those around you
- Respect school property and the property of others

To assist students in meeting these high expectations, the school has laid down a simple set of rules. All students must follow the school rules at all times and accept the consequences if the rules are broken.

Pupil Expectations

At Maghull High School we expect the highest standards of behaviour and conduct from our students at all times. We expect students to work hard, respect themselves and respect others.

To ensure you take responsibility for your own actions we expect you to:

- be polite and courteous;
- attend school regularly and on time;
- catch up the work missed following an absence using the school catch up system;
- wear school uniform correctly and bring all the equipment needed every day;
- take care of all school equipment and help keep our school free from litter;
- Share feelings honestly and politely and show consideration for others in school;
- behave sensibly so that we can be happy and safe as we learn;
- try to think for yourself and take responsibility for your actions;
- attend extension classes as timetabled;
- regularly review homework and complete it on time;
- independently access online learning portals;
- observe all school rules and treat everyone with the respect they deserve;
- ensure your phone is switched off and kept in your school bag when on the school site;
- travel directly to/from school and ensuring you portray the school in a positive light. You must realise that any misbehaviour whilst wearing school uniform will be dealt with as if the incident occurred at school.

Standards

Uniform

Students to wear correct uniform at all times with shirt/blouse tucked in.

Ties to display at least 4 stripes with top buttons fastened.

All students to wear appropriate school shoes.

All students to wear blazer (Y7-Y10) and a jumper (Y11)

All outdoor jackets to be removed before entering classrooms.

Mobile Phones and other devices

Students may bring mobile phones to school but they must be switched off (not kept on silent) and kept out of sight during the school day, including breaks and lunchtimes. Smart watches may also be brought into school but only used as a timepiece and not for any form of communication. Research has consistently shown that in the highest performing schools pupils do not use mobile phones, as students benefit from the time away from them and the distraction they may bring. In exceptional circumstances students and parents can be contacted via the school office. Phones and other mobile devices will be confiscated if seen by staff. They will be returned at the end of the day and a sanction may be imposed.

If this happens more than once Pastoral staff will contact home and discuss the way forward with the parent/guardian. Confiscated devices will be kept in a safe and will be returned by an appropriate member of staff at the end of the school day.

Equipment

All students should have a school bag and the following equipment:

1. Clear pencil case with pen, pencil, ruler, rubber, calculator
2. PE kit when needed

Equipment should be checked each morning by tutor. If any student does not have the basic equipment they may be issued with it for the day.

Drinks

Students are encouraged to carry water with them.

Fizzy/carbonated drinks of any kind are not to be consumed in school.

Students are allowed to bring diluted cordial in their own bottle or milk. Other drinks available in the school canteen can be consumed.

Learning

Learning and achievement are at the heart of our community. We expect the highest standards of behaviour during lessons. Classrooms (including laboratories, workshops, sports facilities and other teaching environments) are places of work and there are clear set rules and expectations for their use. These will enable everyone to work in safety and with enjoyment.

Rewards

Commending students for their good conduct promotes a positive environment that is conducive to learning and personal development, and encourages students to behave responsibly and respectfully. The overwhelming majority of students make a very positive contribution to the life of Maghull High School and are recognised for this. Students are rewarded for going 'above and beyond' minimum expectations in accordance with the criteria set out in the Rewards Policy.

Classroom Standards

- Enter the room calmly, fully equipped and ready to learn
- Take out your equipment and answer your name on the register
- Remain quiet until it is your turn to speak, respectfully listening to others
- Stay on task and try your best
- Pack away sensibly leaving your work area tidy
- Exit calmly when dismissed

Classroom discipline

- In all, but obvious emergencies, and those with toilet passes, students are not allowed to visit toilets during lesson time.
- In any, but the most exceptional circumstances, students are not to run errands during lessons.
- Students are not to be dismissed before the end of the lesson.
- Classrooms are to be left tidy and students are to exit in an orderly manner at the end of every lesson.
- The school's ethos of encouragement is central to the promotion of good behaviour. Rewards are one means of achieving this. They have a motivational role in helping students to realise that good behaviour is valued and are clearly defined in the Rewards Policy. Integral to the system of rewards is an emphasis on both formal and informal praise to individuals and groups.
- If disciplinary measures are necessary for classroom offences the following procedures should be adhered to, only moving to the next option if the situation does not improve:
 - Warning and sanction by the subject teacher (verbal or written on board as appropriate)
 - Seek assistance / sanction from the Head of department (Buddy)
 - Seek assistance from ELED / Pastoral Team
 - Seek assistance from the Deputy Headteacher or SLT

Every Lesson Every Day (ELED)

Daily support offered by the senior leadership team to promote and establish a positive learning culture. ELED can also be used to address behaviour incidents that have an impact on learning and progress.

Addressing poor behaviour and consequences

When dealing with incidents of poor behaviour, the following principles will be applied:

- Disruptive behaviour during lessons will not be tolerated – every student has the right to an education and the school will not accept behaviour by a minority of students that prevents others from learning.
- Where appropriate, the school is committed to working with other agencies in order to support students to bring about improvements in their behaviour.
- Students who use technology such as the internet and mobile phones to cause harm, distress or humiliation to others will be dealt with very seriously. This also applies to such behaviour which takes place outside school.
- The school seeks to make all students aware of the consequences should they choose to misbehave. Understanding probable consequences is important in guiding students to make the right decisions and is intended to promote good behaviour.
- Where a student has misbehaved, the matter will be investigated and, if considered appropriate, a consequence will be imposed.

- A student may be taken out of circulation whilst a breach of the policy is investigated.
- In most cases, the most effective consequences are completed expeditiously and as soon after the event as possible.
- Students will be given the opportunity to reflect on their behaviour and demonstrate that they have learned from their experience and their impact on others.
- A consequence will never be humiliating or degrading and blanket punishments will not be imposed.
- When issuing a consequence, a student's prior conduct may be taken into consideration.
- Disciplinary action taken against a student will not be discriminatory and the school will promote equality at all times.

Procedures and processes

The school's procedures make clear to students how acceptable standards of behaviour can be achieved and have a clear rationale, which is made explicit to staff, students and parents. The procedures will be consistently and fairly applied and promote the idea of personal responsibility and that every member of the school has a responsibility towards the whole community.

Behaviour

Behaviour Logs will be divided up into the following 5 categories:

1. Poor Work Rate/ Low level disruption – 1 point
2. Disruptive Behaviour – 1 point
3. Homework – 1 point
4. Standards - 1 point
5. Dangerous Behaviour – 3 points

It is important a description is given to outline the incident

Actions on behaviour logs will be the following:

1. Department Detention (**break**)
2. Pastoral Detention (**lunch**)
3. Key Stage Detention (**after school**)
4. Senior Leadership Team Detention (**Thursday after school**)
5. Internal Exclusion **3 additional points** (Deputy Headteacher/Headteacher to authorise)
6. Fixed Term Exclusion **5 additional points** (Headteacher to authorise)

Additional points can only be added for 3,4,5,6 by pastoral team at their discretion.

Pupils receiving multiple behaviour logs may be placed on pastoral report.

Pupils who do not respond positively to report will be placed on Behaviour Watch to monitor their behaviour across a fix period of time with agreed rewards and sanctions agreed with parents/guardians at the outset.

Any incidents deemed necessary to be followed up with Restorative Justice as appropriate.

Recording - SIMs

All behaviour and achievement points will be recorded on SIMS for each individual student. Additional support and contact with parent/guardian or other stakeholders should be recorded by the class teacher and pastoral staff.

Detentions

Schools have a statutory right (Education and Inspections Act 2006) to use detention as a sanction, both within the school day and out of normal school hours. The school believes detentions are a valuable tool in reinforcing behaviour expectations. Parents/carers will be given sufficient notice of a detention that takes place out of school hours. A student who misses a detention without good reason will be expected to serve the detention and may receive a further appropriate sanction.

Exclusions

The decision to exclude is not taken lightly and will only be used when serious breaches of the school's Behaviour Policy occur or when a student is persistently poorly behaved. The school would prefer to keep students in school and will consider imposing an internal exclusion before a fixed term exclusion.

In some circumstances, however, it may be necessary and appropriate to exclude a student for a fixed term. Where a student receives an internal exclusion, he / she will report to school at 8.50am and will remain in school until 4:00pm, working under supervision in our improvement centre throughout the day.

A permanent exclusion is the ultimate sanction and will only be used where very serious breaches or persistent serious breaches of this Policy have occurred. The school follows the statutory guidance set out in the 2017 DfE circular entitled 'Exclusion from Maintained Schools, Academies and Pupil Referral Units in England: a guide for those with legal responsibilities in relation to exclusion'.

Where a student is excluded from school the Headteacher's decision may be reviewed by the Governing Body in accordance with the guidelines set out in the 2017 DfE statutory guidance. This function will be delegated to the Governors' Disciplinary Committee. Where a permanent exclusion has been imposed, the Governors' Disciplinary Committee must meet to review the decision and has the power to reinstate. In the case of a permanent exclusion, if the Governors' Disciplinary Committee uphold the Headteacher's decision, the parents of the child have the right to make representations to an Independent Review Panel.

Final Warning and Governors' Discipline Committee

A student's conduct may place him / her at risk of permanent exclusion, either as a result of persistent poor behaviour or a one off serious breach of discipline. When this is the case, a student will be issued a final warning and / or instructed to appear before the Governors' Discipline Committee. The purpose of such a measure is to give the student an opportunity to account for his / her actions to the Governors and to benefit from the guidance the Governors will provide. Where the Headteacher has issued a final warning, the Governors will determine whether to endorse that decision.

Roles and Responsibilities

The Governing Body/ Academy Trustees

The governing board is responsible for monitoring this behaviour policy's effectiveness and holding the SLT to account for its implementation.

Senior Leadership Team

The Senior Leadership Team is responsible for reviewing and approving this Behaviour Policy.

The SLT will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents

The Senior Leadership Team will support staff in responding to behaviour incidents.

Role of Parents/Guardians

On admission to school, parents, students and the Headteacher sign the Home School Agreement. This agreement clarifies the roles and responsibilities of all parties, and clarifying expectations. Where breaches of the Behaviour Policy have occurred, the school will seek to involve parents from the outset and will strive to provide them with accurate and timely information. Where there may have been a serious breach of the behaviour policy and it is necessary to interview a student, their parents will be contacted and offered the opportunity to attend the interview. In such situations, a written record of the interview will be taken and those present will be requested to sign. On other occasions, it may also be necessary and appropriate for parents to attend a meeting in school concerning their child's behaviour.

Behaviour in the Wider Community

Students are ambassadors of the school and are expected to represent the school well when out in the community and show due regard for the school's neighbours. Under section 89 (5) of the Education and Inspections Act (2006), teachers, support staff and all persons acting on behalf of the Headteacher have a statutory power to discipline students for misbehaving outside the school premises.

The School reserves the right, therefore, to discipline a student for misbehaviour when:

- the student is taking part in any school related or organised activity

- the student is travelling to and from the school
- the student is wearing school uniform or can be identified as a student of the school
- misbehaviour could have repercussions for the orderly running of the school
- misbehaviour poses a threat to other students or members of the public
- misbehaviour adversely affects the reputation of the school

The above includes any misbehaviour that may take place online.

Students in Key Stage 3 and 4 are not allowed to leave the premises during the school day unless they have permission to do so. Students in the Sixth Form may leave the premises at lunch times providing they behave responsibly and sign out on departure and sign in on their return to school.

Confiscation of and Search for Inappropriate Items

Under Section 90 of the Education and Inspections Act 2006 and Part 2 of the Education Act 2011, the school has the right to confiscate, retain or dispose of a student's property and protect the school from liability of damage. All procedures for searching, screening and confiscation will be fully compliant with the DfE guidance (Searching, Screening and Confiscation January 2018). The school reserves the right to search without consent for prohibited items. These include: cigarettes, alcohol, illegal drugs, stolen items, weapons or any other item which the school deems could be considered harmful to a student.

Sanctions will be imposed if a prohibited item is found, depending upon the judgement of the Headteacher. Refusal to comply with a search will be treated as a serious breach of this Policy.

Psychoactive Substances are banned in school and will be treated as illegal drugs.

The school also reserves the right to search for, and remove from students, the following: e-cigarettes and vaping paraphernalia, and any other items which they believe may be sold for financial gain.

All searches will be conducted in the presence of two members of staff, one of whom will be the same sex as the student being searched. If possible, the witness will also be the same sex as the student. Where a student has been searched, his / her parents will be informed. Where a member of staff finds an item which is banned under the school rules, they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.

The member of staff conducting the search will not require the student to remove any clothing other than outer clothing. Outer clothing means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but does include: hats; shoes; boots; gloves and scarves.

The member of staff conducting the search can use reasonable force when conducting a search for knives, weapons, alcohol, illegal drugs, stolen items, cigarettes, fireworks, pornographic images or articles that have been used to commit an offence or cause harm. Force will not be used to search for items banned under school rules.

Where a weapon or illegal drug is found on a student and compromises the safety of students and staff, this may result in the Headteacher imposing a permanent exclusion and the police being informed.

Smoking / Vaping

Any student caught smoking / vaping on the site or with smoking / vaping related paraphernalia will be issued with a sanction and parents will be informed. This includes smoking outside the school grounds, or on the way to and from school. Subsequent offences will result in more serious sanctions being issued.

Theft and Vandalism

Theft of school property or wilful destruction to school property will not be tolerated and consequences will be imposed depending on the seriousness of the incident based upon the judgement of the school.

Student support

The school recognises its legal duty under the Equality Act 2010 to prevent students with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the student as appropriate.

The school's Special Educational Needs Co-ordinator will evaluate a student who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice may also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a student, we will liaise with external agencies and plan support programmes for that child. We will work with parents/guardians to create the plan that will be reviewed on a regular basis.

Positive Handling

DFE guidelines state that “All school staff members have a legal power to use reasonable force to prevent students committing a criminal offence, injuring themselves or others or damaging property and to maintain good order and discipline.”

Teachers and support staff may use reasonable force in the aforementioned circumstances. The school does not require parental consent to use reasonable force. Further information is contained in the Positive Handling Policy.

Students with an Educational Health Care Plan

Students with an Educational Health Care Plan or with identified educational needs are expected to follow the school’s Behaviour Policy and comply with all consequences. Where behaviour places a student at risk of exclusion, all appropriate support agencies will be contacted and every reasonable step will be made to ensure the needs of the student are being supported and that ‘reasonable adjustments’ are set in place to support the student’s needs. It may still, however, be appropriate to impose an exclusion following the implementation of reasonable adjustments.

Looked After Children

Looked After Children are expected to follow the school’s Behaviour Policy and comply with all consequences. Where behaviour places a student at risk of exclusion, all appropriate support agencies will be contacted and every reasonable step will be made to ensure the needs of the student are being supported.

Loss of Personal Items on School Property

The school cannot take responsibility for any personal items lost within the grounds of the school property. This includes bicycles, electrical equipment, items of uniform (sporting and non-sporting) and money.

False Allegations against Members of Staff

Under the Education Act (2011), the school reserves the right to take disciplinary action against any student who, in the view of the Headteacher based on the evidence before him/her, has made a serious, malicious allegation against a member of staff, which is unproven. This may result in exclusion from school.

Complaints

If a parent has a complaint about a disciplinary matter, he / she should follow the procedures laid down in the school’s Complaints Policy.

Links with other policies

This behaviour policy is linked to the following policies:

- Anti Bullying policy
- Rewards policy
- Safeguarding policy
- Complaints policy