



## **Aim**

The aim of the Behaviour Policy is to give guidance to all members of the School community so that we can all live and work in an atmosphere that is conducive to learning and free from discrimination of any sort.

At King Edward VI School, we believe that every member of the School community has a responsibility for behaviour and everyone has the right to feel valued and respected. All staff and students have an entitlement to achieve their maximum potential in a safe and secure environment free from bullying (including cyberbullying, prejudice-based and discriminatory bullying), and where effective teaching and learning can take place. It is our belief that good behaviour needs to be consistently and positively encouraged and valued.

All students have a responsibility to treat all members of the school community with respect and tolerance. They are expected to allow teachers to teach in the classroom without disruption or interference and they are expected to be prepared for lessons in accordance with School guidelines.

All staff employed by the School are expected, and have the authority, to maintain good behaviour inside and outside the classroom. They may discipline students who misbehave, break School rules or do not follow reasonable instructions. The School has a specific legal power to impose detention outside School hours, without parental consent, on any School day, on weekends and on non-teaching days.

## **Code of Conduct**

- We will always be considerate and respectful to others irrespective of their protected characteristics, for example, their sex, race, religion, sexual orientation, gender identity or disability.
- We will respect the property of others and the school environment
- We will move around the school quietly and in an orderly fashion

- We will keep all parts of the school tidy, and refrain from dropping litter
- We will always arrive at lessons on time, and with all the necessary equipment
- In lessons we will work hard and enable others to do likewise
- We will support one another by participating in School extra-curricular sporting and non-sporting activities when selected
- We will always make sure that our behaviour is appropriate and our appearance is a credit to the school

We have the highest expectations that our students will behave with courtesy and consideration for others in and out of School. We believe that in order to enable effective teaching and learning to take place it is essential that we promote and maintain the highest standards of behaviour. We acknowledge and reward the good work and behaviour of students and seek to create a caring, safe and happy learning environment in school by:

- encouraging all members of the school community to show consideration for others
- encouraging students to acquire self-discipline, take responsibility for their own actions and choices
- asking students not to engage in public displays of affection.
- encouraging students to respect the customs and regulations of the School
- fostering a set of shared values among staff, students, parents and the wider community

The School will endeavour to:

- make explicit the philosophy underlying the School's system of rewards, punishment and pastoral provision
- encourage staff to recognise and praise good behaviour as well as dealing with bad behaviour, and to ensure that punishment, when needed, is appropriate and applied in a fair and consistent manner
- ensure that staff, students and parents know, and understand the reasons for, the School rules and code of conduct

This Behaviour Policy acknowledges the School's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of students with Special Educational Needs (SEN). School staff also promote a consistent trauma-informed approach to behaviour management.

## **Roles and Responsibilities**

**The Governing Body** will establish the policy for the promotion of good behaviour and keep it under review. It will ensure that it is communicated to students and parents, is non-discriminatory and that the expectations are clear. Governors will support the School in maintaining high standards of behaviour.

**The Headmaster** will be responsible for ensuring the implementation and day-to-day management of the policy and procedures. The Headmaster and SLT will oversee support for staff faced with challenging behaviour.

**Staff**, including teachers, support staff and volunteers, will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential. Staff have a key role in advising the Headmaster on the effectiveness of the policy and procedures. They also have responsibility, with the support of the Headmaster, for creating a high-quality learning environment, teaching good behaviour and implementing the agreed policy and procedures consistently. The Headmaster will treat failure by staff to apply the policy as a serious dereliction of duty.

**The Governing Body, Headmaster and staff** will ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality. They will also ensure that the concerns of students are listened to and appropriately addressed.

**Parents, guardians and carers** will take responsibility for the behaviour of their child both inside and outside the School. The School values a close relationship with parents and they will be encouraged to work in partnership with the School to assist in maintaining high standards of behaviour. Parents will have the opportunity to raise with the School any issues arising from the operation of the policy. Each student and their parent/guardian/carer will be expected to sign and support our *Home School Agreement*. Parents should note that costs will not be refunded if disciplinary reasons prevent a student from participating in a school trip or event.

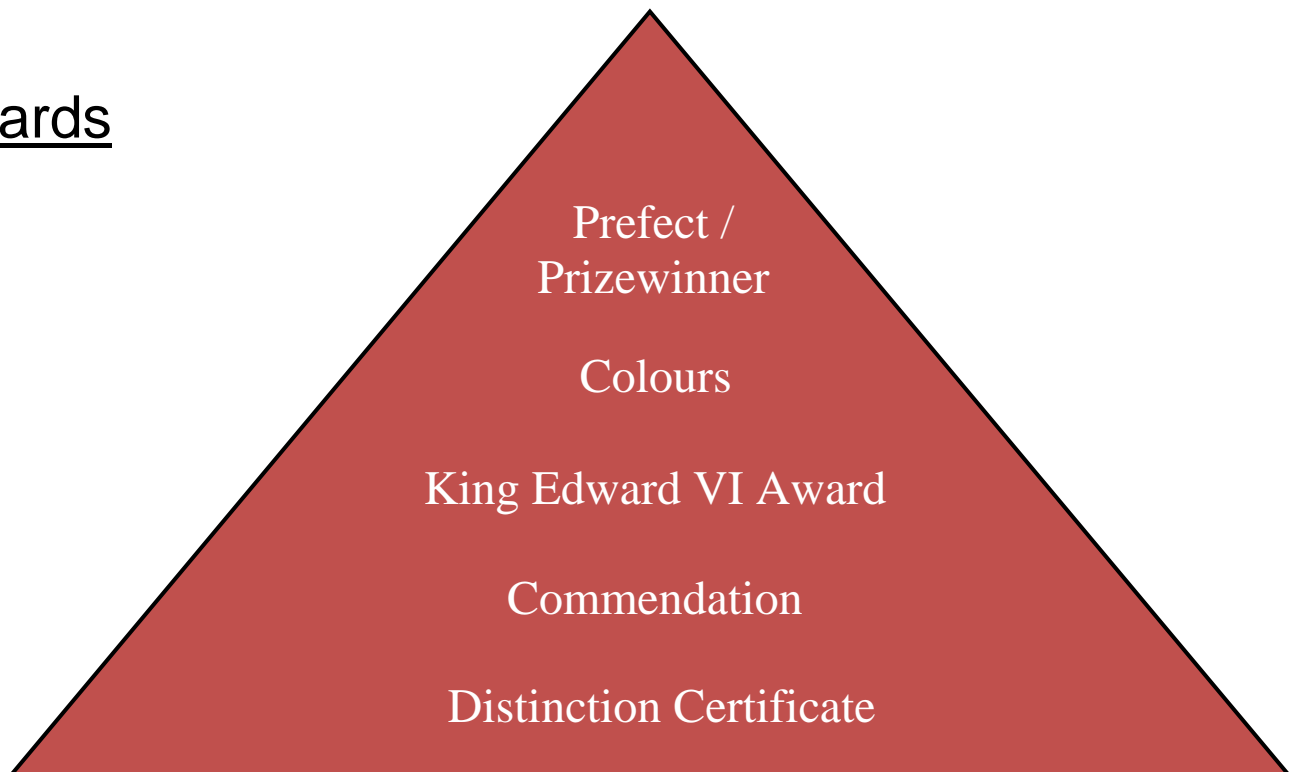
**Students** are expected to take responsibility for their own behaviour to enable staff to teach and promote learning without interruption or harassment. They will be made fully aware of the school policy, procedure and expectations. Students also have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported.

In the interests of supporting young people, referrals may be made to **External Agencies** with the aim of identifying the best resolution. The School may inform the Police when any offence of a criminal or anti-social nature has taken place. The School is obliged to give the Police any evidence of a criminal act.

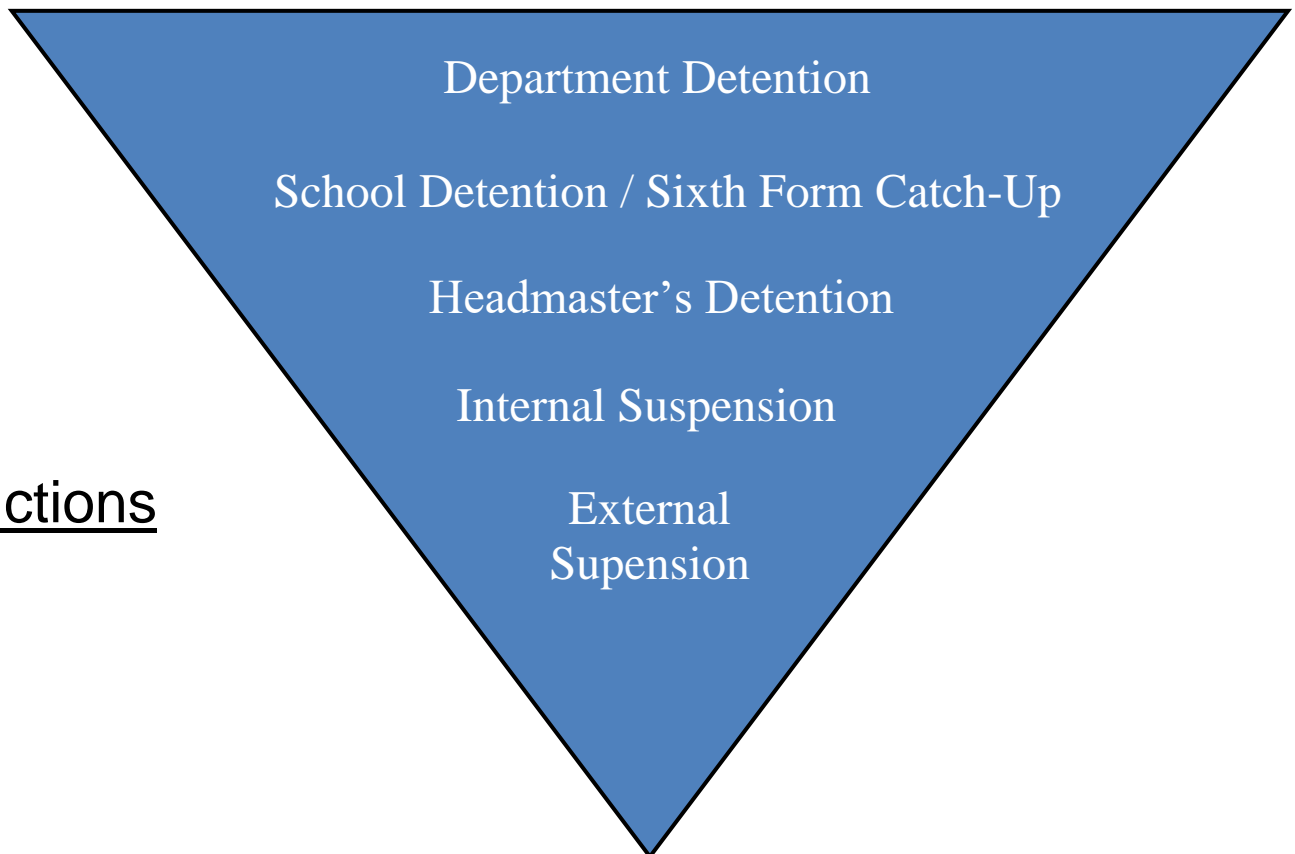
## Rewards and Sanctions

The rewards and sanctions structure is as follows and at Table 1:

### Rewards



### Sanctions



**Table 1: Rewards and Sanctions Structure**

	Reward/Sanction*	Eligible	Reason	Examples of Behaviour**	Awarding/Issuing
<b>REWARDS</b>	<sup>1</sup> Prefect / <sup>2</sup> Prizewinners	Sixth Form/ All Years	<sup>1</sup> For contribution to the life of the School whilst in the Sixth Form <sup>2</sup> The outstanding academic and extra-curricular achievers of the year.	<sup>1</sup> Proven leadership qualities / <sup>2</sup> Outstanding achievement in subjects and extra-curricular activities	<sup>1</sup> Voted by all teaching staff & Sixth Form and agreed by HM. Prefect Tie presented by HM in Final Assembly / <sup>2</sup> Nominated by SLT/HoD/HoS and agreed by HM. Prize presented at Speech Day and Junior Celebration by Guest of Honour.
	Colours	Sixth Form	For meeting Colours Criteria that relate to extra-curricular activities whilst in the Sixth Form	An exceptional talent <u>or</u> distinguished captaincy/leadership <u>or</u> competitive success (see Colours Criteria)	Nominated by any member of staff. Awarded by HM. Presented by President of KESOBAs in Final Assembly
	King Edward VI Award	All Years	To recognise achievement and encourage academic and extra-curricular participation and success	For the completion of six (Bronze), eight (Silver) or ten (Gold) activities. (see K.E.S. Award Criteria)	Awarded by HM Badge presented in Whole School Assembly
	Commendation	Years 9-11	For sustained academic achievement or improvement over a term as demonstrated in the IST Reports.	Outstanding achievement <u>or</u> outstanding effort <u>or</u> significant improvement as shown by the IST reports.	Awarded by HoS based on IST reports. Certificate presented by HM in Whole School Assembly
	Distinction Certificate	Years 7-8	Awarded termly for academic achievement, improvement or endeavour in individual subject areas.	Outstanding achievement <u>or</u> outstanding effort <u>or</u> significant improvement in a subject area.	Awarded by subject staff. Certificates presented in the last lesson of each term.

<b>SANCTIONS</b>	Department Detention (up to 45 minutes)	Years 7-11	For academic or behavioural issues in lessons	An incident of disruptive behaviour, eating or using mobile phone in class <u>or</u> persistent lack of effort, poor quality homework, failure to meet deadlines, lateness to lessons, incorrect equipment/books.	Issued by any subject staff via Satchel:One. Departmental detentions are any times students are detained by subject staff. They can take place at break and lunch times (without 24 hour notice) and can last up to 45 minutes .
	<sup>1</sup> School Detention / <sup>2</sup> Sixth Form Academic Concern (1 hour)	<sup>1</sup> Years 7-11 <sup>2</sup> Sixth Form	<sup>1</sup> For behavioural issues outside class, or departmental issues escalated by HoDs. <sup>2</sup> For Sixth Form academic issues.	<sup>1</sup> An incident of offensive language/insolence <u>or</u> persistent failure to wear the uniform correctly <u>or</u> repeated Department Detentions. <sup>2</sup> Poor quality/lack of work.	<sup>1</sup> Issued by HoD or HoS/AHoS via Satchel:One. One hour School Detention (with 24 hour notice) on Thursday after-School overseen by members of SLT. <sup>2</sup> Issued by any department staff. One hour catch-up session after School
	Headmaster's (Saturday) Detention (3 hours)	All Years	For serious or persistent breaches of School rules (short of suspension and permanent exclusion)	An incident of offensive/discriminatory language, truancy, anti-social behaviour <u>or</u> persistent lateness <u>or</u> three School Detentions /Sixth Form Catch Up sessions.	Issued by AH by letter. Three hour detention taken by SLT.
	Internal Suspension	All Years	For serious or persistent breaches of School rules.	An incident of defiance/rudeness towards staff, physical aggression, grossly offensive/discriminatory behaviour, coursework plagiarism, carrying banned items (eg laser pens, lighters, cigarettes), refusal to co-operate, theft, vandalism, smoking/drinking alcohol <u>or</u> ongoing unacceptable pattern of behaviour despite previous intervention.	Issued by Second Master and HM by letter. Student spends all day in isolation.
	External Suspension	All Years			Issued by HM by letter. Student spends all day off-site.
	Permanent Exclusion	All Years	For persistent unacceptable behaviour or very serious "one-off" offences that can affect the discipline and well-being of the School community.	An incident of carrying an offensive weapon, sexual abuse or assault, a drugs related incident or similar incident <u>or</u> repeated suspensions despite previous interventions.	Issued by HM by letter. Confirmed by Governors. Student taken off-roll

**Notes:** \* Reward/Sanctions – Other action can be taken by staff to encourage and recognise positive behaviour and to deter poor behaviour beyond those listed in the Rewards/Sanctions structure. These include verbal/written praise and warnings, notes in planners, telephone/meetings with parents, weekly reports, removal of privileges. \*\*The examples of behaviour given are not an exhaustive or prescriptive list. The nature and context of the behaviour will be taken into account when determining the reward/sanction to be awarded/issued. In determining any sanction, account will be taken of the student's age, any special educational needs or disability they may have, and any religious requirements affecting them.

## **Special Educational Needs and/or Disability (SEND)**

(Please also see chapter 6 of the SEND code of practice: 0 to 25 years, and Section 20 of the Equality Act 2010).

Some behaviours are more likely be associated with particular types of SEND, such as a student with speech, language and communication needs who may not understand a verbal instruction. Behaviour will therefore be considered in relation to a student's SEND, although it does not follow that every incident of misbehaviour will be connected to their SEND.

Staff will, as far as possible, anticipate likely triggers of misbehaviour and put in place support to prevent these. Illustrative examples of preventative measures include (but are not limited to):

- short, planned movement breaks for a student whose SEND means that they find it difficult to sit still for long;
- adjusting seating plans to allow a student with visual or hearing impairment to sit in sight of the teacher;
- adjusting uniform requirements for a student with sensory issues or who has severe eczema;
- training for staff in understanding conditions such as autism.

Any preventative measures will take into account the specific circumstances and requirements of the student concerned.

## **Outside School**

The Headmaster has the statutory right to regulate students' behaviour off the School site and to discipline students for unacceptable behaviour witnessed by a member of staff or reported to the School. This includes when students are taking part in any School-organised or School-related activity, travelling to or from School or at any time when they are identifiable as a member of the School. Even if these conditions do not apply, the School may discipline students if their misbehaviour could have repercussions for the orderly running of the School, if it poses a threat to other students or members of the public or if it could adversely affect the reputation of the School. Such behaviour covers the misuse digital media.

The nature and severity of the sanction imposed will be influenced by a number of factors which will include the severity of the misbehaviour (see table 1) and whether a failure to sanction appropriately would have a negative impact on discipline in the School community.

### **School Trips:**

A Code of Conduct for School Trips is at Annex A.

### **Contraband**

Students must not possess illegal drugs, weapons or items that could be used as weapons for example, knives, BB Guns, sharpened implements such as screwdrivers or Stanley knives.

The following items are banned from the School premises, offensive/illegal material, alcohol, “legal highs”, cigarettes, tobacco, lighters, matches, electronic cigarettes, fireworks, laser pens, cans, aerosols, stolen items and any article that has been or is likely to be used to commit an offence, cause personal injury or damage property. Students must not smoke or consume alcohol on the School premises, on School trips\* or on the way to and from School. Chewing gum and high-energy drinks are not allowed in School (\*see Annex A).

### **Screening and Searching**

The Headmaster, and staff authorised by him, may use such force as is reasonable when conducting a search for the following items without consent: knives or weapons, alcohol, illegal drugs, “legal highs”, stolen items, tobacco and cigarette papers, electronic cigarettes, fireworks, pornographic images and articles that have been or could be used to commit an offence or cause harm.

### **Confiscation**

Staff have the right to confiscate inappropriate items. This may include when a student is in possession of:

- Contraband listed above.
- an item which poses a threat to the good order of teaching and learning e.g. an MP3 player
- an item which is against school uniform rules e.g. jewellery
- an item which poses a health and safety threat e.g. neck chain worn during P.E.

When an item is confiscated a record of the incident will be made by the member of staff involved and a copy may be kept on the student’s file. Items of obvious value will be labelled and stored in the School’s safe until they are returned to the student. In most cases confiscation is a sufficient



sanction, and return of the item at the end of the lesson or School day is adequate time to reinforce the School rule.

If the School chooses not to return an item at the end of the School day then parents will be informed. In some cases, a responsible family adult may be asked to retrieve the item. Other items which the student should not have had in their possession, particularly of an unlawful or hazardous nature, may be given by the School to an external agency for disposal or further action as necessary. This will be followed by a letter to the parents confirming that this has taken place and the reasons for such action.

### **Mobile Phones**

Students may bring mobile phones to School but they must only be used for sending texts in an emergency, unless directed by a member of staff. Cameras and the camera function on mobile phones must never be used without specific permission from a member of staff. Inappropriate use of cameras/mobile phones will lead to confiscation and a serious sanction being imposed.

### **Use of Force**

In line with government regulations, staff may use reasonable force to prevent students committing an offence, injuring themselves or others or causing damage.

### **Malicious Accusations Against School Staff**

The School takes accusations against members of staff very seriously but if these are found to be malicious then student would face severe sanction up to and including permanent exclusion.

### **Suspensions and Permanent Exclusions**

The School will observe the Statutory Guidance and Regulations on Suspensions and Permanent Exclusions. These can be obtained directly from the Department for Education or via the School.

### **Complaints Procedure**

Any complaints regarding the application of this behaviour policy should be made in writing to the Headmaster.

## **ANNEX A: CODE OF CONDUCT FOR SCHOOL TRIPS**

School trips are valued by staff and students alike. They provide excellent opportunities for learning beyond the classroom and allow students and staff to have cultural experiences that will enhance their lives. We have a code of conduct for School Trips because we want all students to be safe and make the most of their experiences away from the school.

All school trips will be led by experienced teaching staff and organised with the full knowledge and support of the Headmaster and Governors. The appropriate number of experienced adults will accompany the trip and all activities will be risk assessed in line with Local Authority Guidance.

Normal school rules apply for the duration of the trip except as amended below. These will be interpreted sensibly in the light of the particular activity and local conditions. In particular the School's total ban on smoking and the misuse of drugs will be strongly applied at all times. Behaviour must always reflect the high standards expected at K.E.S., where everyone shows respect for individuals and concern for the welfare of others.

If participating in a School trip, students must:

- Treat everyone with respect and tolerance. Bullying and discrimination will not be tolerated in any form
- Show respect to staff and respond appropriately to staff instructions.
- Behave appropriately at all times in a way that brings credit to themselves and the school.
- Ensure their appearance and standards of dress are appropriate to the activity and occasion. Specific guidelines on clothing and the standard of dress required for a particular trip will be issued by the organiser if necessary.
- Take reasonable precautions to ensure their own personal safety at all times
  - Students may only leave the school party unsupervised when they have been given permission to do so by a member of staff.
  - They are expected to remain in groups as agreed by the party leader at all times.
- Be sensitive to the needs and feelings of others within the party and be supportive and encouraging to others where appropriate.
- Show consideration for other guests and observe the rules laid down by their host when staying in shared accommodation, including hotels, hostels and with host families.

- Be respectful, courteous and polite and observe the laws, rules and traditions of foreign countries at all times.

Students under the age of 16 are not allowed to drink alcohol under any circumstances. The School recognises that there may be instances where students in the Sixth Form might appropriately be offered alcohol; for example, during a reception or other formal event. In these cases, the consumption of alcohol, (wine and beer only) will be supervised by staff. Although wine or beer may be consumed under these circumstances the privilege may be withdrawn at any time. Unsupervised consumption of alcohol is strictly forbidden, as is the purchase of any alcohol by students of any age.

Students in the Lower School are not allowed to take mobile telephones on residential trips so that the benefits of greater independence that such trips aim to instil can be maximised.

There are consequences and sanctions for students who fail to adhere to the code of conduct and the normal rules of acceptable behaviour. In line with the Behaviour Policy these aim to be fair and just and may take place either during the trip and/or back at school.

In certain instances of very poor behaviour, the party leader reserves the right to request that parents/carers collect their child from the venue, or indeed to send them home (if parents/carers are unable to provide transport). The cost of this transport in all cases, no matter where the venue may be, will be met by the parents.