

Moorland School

BUILDING BETTER BEHAVIOUR POLICY (including details of Rewards and Sanctions)

This Policy includes the Junior School and Senior School

Links to other policies:

Anti-Bullying Policy; ICT and Acceptable Use Policy; Suspension, Expulsion & Removal Policy

AIMS

At Moorland School we believe in looking for and reinforcing the positive. It is the policy of the school therefore to accept children at the point at which they come to school, to expect the best from them and involve them in any process which is designed to modify and improve their behaviour.

We believe in having high expectations of children and in applauding each small step taken by any child toward better behaviour.

In school children are always to be left with a sense that they can and will do better in the future and that their teachers believe in them and are counting on them.

Many children come to school, behaving well and able to conform to the expectations which underpin the successful running of the school day. It is important that these children are not overlooked but are encouraged and have their good behaviour celebrated and affirmed. It is inevitable that some children will be unable to cope with the social demands made on them by school and such children need careful, consistent handling.

The aim of this policy is to determine the boundaries of acceptable and unacceptable behaviour. Remember that Moorland School is very selective on behaviour.

Overall, the purpose of this policy is to ensure that all members of staff: -

- Promote self-discipline and proper regard for authority among pupils,
- Identify and promote the underpinning values that we hold dear,
- Encourage good behaviour & respect for others and to prevent all forms of bullying among pupils,
- Ensure pupils' standard of behaviour is acceptable,
- Regulate pupils' conduct.

Discipline is a straightforward exercise when there is a tripartite relationship between: -

Pupils

Involving pupils can help reinforce school behaviour policies by active involvement in anti-bullying and harassment policies, and contributing ideas through school council and in class discussions.

Parents

The school encourages parents to support good attendance and behaviour through regular contact with parents via parents' meetings and other means of contact (email, telephone etc.). Parents and pupils will be aware that the school has a clear duty of care for <u>all</u> pupils who attend.

Staff

It is important that the same high standards of discipline are maintained by all for a consistent approach. It is not helpful if one member of staff allows pupils do one thing when another reprimands for it. However, an empathetic approach must be followed for different situations regarding pupils. Just like the school complaints procedure, informal resolution is nearly always the first the way to deal with any problem relating to discipline. Most disciplinary problems can be resolved quickly and informally. Children are children; if mistakes are made then it is important for lessons to be learned and for the children to be allowed to move on. It is also most important to seize every opportunity to praise and encourage your pupils.

SCHOOL RULES

All rules need to be discussed constantly and revisited by the class teacher many times; especially as new children begin school. Older children will often become good role models for the younger children and are expected to pass on good habits and help their younger counterparts.

Class Rules

Senior classes should operate an age-related set of class rules, as established by each teacher in their own teaching space. Class rules must relate to: -

- * A positive work ethic
- * Caring for each other
- * Appropriate conduct during lessons
- * Behaviour around the classroom (particularly regarding safety) and
- * Care of equipment

Everyday equipment must be checked and put away with care, as we believe that children who do not learn to respect and care for things in school will not be able to extend respect and care to others or to themselves.

General Comments on Discipline

Minor breaches of discipline should be dealt with by the member of staff. It should be recognised that the ideal is to keep punishment to a minimum, consistent with good order and satisfactory work. Where punishment is necessary it is important to follow up and make sure the punishments are carried out, do not assume that they will be

Staff should correct bad manners at the dining table, in the classroom and outside. Pupils should say good morning, stand aside at doorway entrances and stairways, stand up to greet adults entering a classroom and be generally polite at all times. Slovenly dress, poor speech, etc. should be corrected.

SENIOR SCHOOL ASSERTIVE DISCIPLNE SYSTEM

The School uses iSAMS, which allows all staff to record Rewards and Sanctions for all staff to see. It is important that staff record positive as well as negative behaviour, and are consistent in their use of the system.

There are many other possible rewards, including:

- Verbal praise always the easiest to deliver and very effective...
- CONTACT PARENTS AND SAY WELL DONE !!!!!!
- Achievement Award (termly)
- Student of the Term
- Student of the Year
- Trophies
- Prefect roles

Possible Sanctions

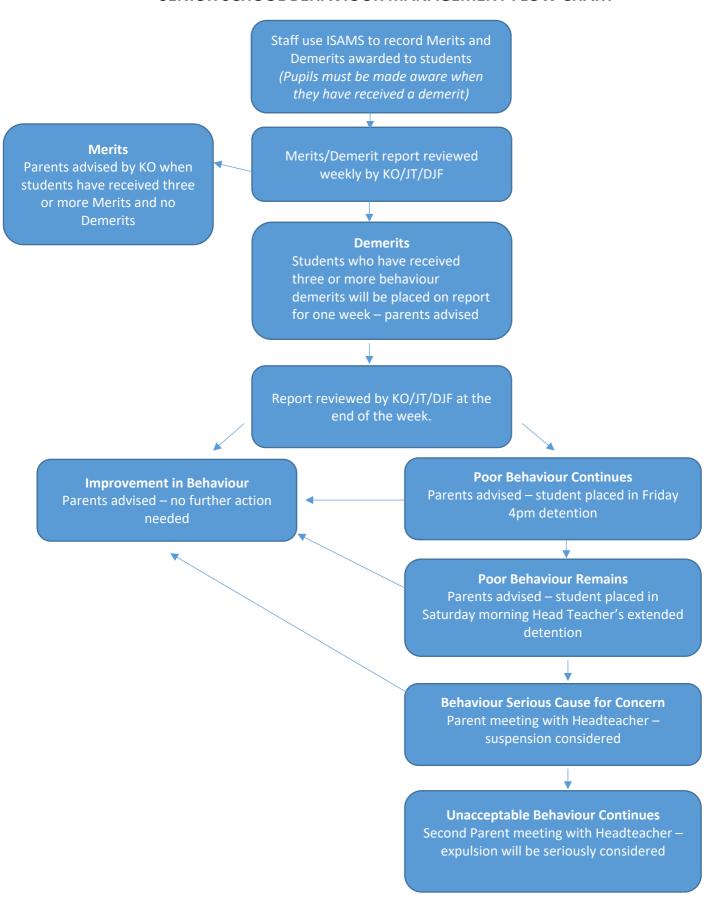
There are many possible sanctions, including all of the following:

- Warnings
- Moving to another seat
- Redoing work
- Working in isolation (under supervision)
- Recreational isolation
- Litter picking
- Detention (lunchtime, after school, or Saturday/Sunday see notes below)
- Weekly report
- Referral to the Headteacher
- Internal exclusion (for boarders) **
- Fixed term exclusion (suspension) **
- Permanent exclusion (expulsion) **

This policy outlines explains the processes in place for managing pupil behaviour.

^{**} The conditions for exclusion (suspension and expulsion) are set out in the School Rules. Moorland School makes it very clear to pupils and parents that certain types of behaviour will have serious consequences.

SENIOR SCHOOL BEHAVIOUR MANAGEMENT FLOW CHART



SENIOR SCHOOL CLASSROOM BEHAVIOUR MANAGEMENT

Low Level Disruption & Defiance – the Behaviour Management Flow Chart will be followed. Two warnings will be given before the issue of a Demerit, giving students the chance to correct their behaviour. If poor behaviour continues after the demerit is awarded, teachers may request that the student is temporarily removed from the lesson.

High Level Disruption – i.e. swearing, vandalism, aggressive behaviour – will result in immediate demerit and removal from classroom.

Removal from classroom - student asked to stand quietly in the corridor; teaching staff will immediately alert SLT, stating "URGENT REMOVAL" in the email subject line, along with the reason for the removal. Miss Thornton, Mr Stephenson or Mrs Frost will attend straight away to deal with the incident. Parents will be contacted and an appropriate action agreed, Students will then be returned to their class where appropriate.

Strikes – a 'strike' system is in place and can be implemented by the SLT if deemed necessary for High Level Disruption/Behaviour concerns. Strikes can only be given by Miss Thornton, Mr Stephenson or Mrs Frost. The issue of a 'strike', and its consequences, will be discussed with student & parents:

Strike 1: 1-day internal suspension

Strike 2:1 day external suspension

Strike 3: 3-day external suspension

Strike 4: 1-week external suspension

Strike 5: Expulsion

AMBER SANCTIONS

PREP	
Late or not handed inInadequate work	 Verbal warning from staff; reminder to hand in the next day or to re-do and hand in the next day. If prep is still not completed or handed in, a prep demerit will be recorded on iSAMS.
CLASSROOM ETIQUETTE	
 Untidy or careless work Lack of cooperation in class Defacing or damaging school property Failure to listen or obey instructions Inappropriate use of internet 	 Classroom management by teacher, following behaviour management flow chart and procedures

 Inappropriate behaviour in school toilets Poor behaviour in changing rooms Distracting or silly behaviour, disrupting lessons. 	
SCHOOL RULES	
Uniform • Correct uniform must be worn.	Uniform demerit will be recorded on iSAMS. Parents will be advised.
 Appearance Make up – minimal make up may be worn by those from Y10 upwards only. No make up for KS3. No false tan. Earrings – single pair of studs only. Clear studs permitted if absolutely necessary. 	 Tights/clear studs will be handed out where necessary. Make up to be removed with wipes and student sent home if they refuse. Parents will be advised. Demerit recorded on iSAMS.
Chewing Gum Strictly not permitted on the school site.	Students caught with gum to be placed in immediate detention (to be recorded on iSAMS).
Mobile Phones All pupils to hand in mobile phones during morning registration.	 If a pupil is found to have a mobile phone which has not been handed in: Boarders – phone to be immediately confiscated and given to boarding staff, returned the next day. Day pupils - phone to be immediately confiscated and given to the SENDCo. To be returned at the end of the next day, unless parents are able to collect from her on the day.

BEHAVIOUR	
Swearing and use of inappropriate language Strictly not permitted on the school site.	 If a child is heard swearing in conversation with another student, an immediate verbal warning is given and recorded on iSAMS. If a repeated pattern of behavior is observed, then the Pastoral Team will contact parents. If language used is felt to be more aggressive/malicious then student to be sent to the Headteacher immediately. If a child is heard swearing or behaving aggressively towards another student, sanctions to be agreed with Headteacher may include: detention, suspension or exclusion.
Inappropriate behaviour on school bus	 Bus driver to report any incidents of inappropriate behavior to School Office, who will advise the Pastoral Team. Sanction given and recorded on iSAMS.
Poor behaviour in playground or dining room	Verbal warning Demerit Issued Detention Issued
Low level bullying such as name calling, and 'horse play', use of inappropriate 'banter'	 Verbal warning Demerit issued/refer to the Pastoral Team Demerit & Detention/Parents informed
Defacing or damaging school property or property of others	 Demerit & Detention/Falents informed Demerit issued – Charged for repair/replacement Detention issued – Charged for repair/replacement Headteacher to decide sanction and communicate this to parents.
Out of bounds	 Reminder of appropriate and sanctioned areas Demerit issued Demerit & Detention issued

Inappropriate use of internet including social	1.	Demerit & detention, parental involvement and loss of device
media and phone apps		for 1 week
	2.	Demerit & detention, parental involvement and loss of device
		for 2 weeks
	3.	Loss of device for the term, banned from bring it back into
		school, parental involvement, and suspension and permanent
		exclusion also considered

AMBER SANCTIONS - Boarding

First Offence: Reported to Boarding Manager
Second Offence: Loss of privileges, an hour earlier bedtime,
Headteacher notified
Third Offence: Parental involvement and sanctions agreed
First Offence: Reported to Boarding Manager
Second Offence: Loss of privileges, an hour earlier bedtime,
Headteacher notified
Third Offence: Parental involvement and sanctions agreed
First Offence: Reported to Boarding Manager
Second Offence: Loss of privileges, an hour earlier bedtime,
Headteacher notified
Third Offence: Parental involvement and sanctions agreed
First Offence: Children spoken to, involvement of Boarding
Manager
Second Offence: Headteacher involved, low level sanctions
considered Third Officers Perental involvement and various capations
Third Offence: Parental involvement and various sanctions,
measures considered
First Offence: Reported to Boarding Manager, item confiscated for
2 days, parentalinvolvement
Second Offence: Loss of item for four days, Parental involvement
Third Offence: Headteacher and parental involvement and
sanctions agreed
First Offence: Electronic items confiscated for one week, parents
notified
Second Offence: Electronic items confiscated for two weeks;
parents notified
Third Offence: Items removed to the end of that academic term;
parents notified
First Offence: An hour earlier to bed for children identified
Second Offence: One week of earlier bedtimes, parental
involvement
Third Offence: One week of earlier bedtimes, parental
involvement, further harder sanctions considered
First Offence: furniture moved back; children spoken to by
Boarding Manager
Second Offence: Headteacher involved, possible sanctions
discussed
First Offence: Children spoken to; food removed
Second Offence: Food removed and held for one week
Third Offence: Food removed and not returned; parents informed
First Offence: Items returned pupils strongly spoken to
Second Offence: Parents involved, and an earlier bedtime for the

Going into other students' dorms without seeking	First Offence: Children spoken to
permission	Second Offence: One day earlier bedtime
	Third Offence: Parental involvement and sanctions discussed
Going into another students' personal storage, draws and locker	First Offence: Pupils strongly spoken to, parental involvement Second Offence: Parental involvement, possible suspension discussed
Untidy dorm and communal areas	First Offence: Children reminded about communal living standards and expectations
	Second Offence: Children to tidy dorm and an earlier bedtime considered Third Offence: Children to tidy dorm and a period of earlier
	bedtimes considered First Offence: Children reminded about expectations, family living
Disrupting other students from enjoying themselves	and general kindness Second Offence: Earlier bedtime or loss of privileges considered, imposed Third Offence: Parental feedback and agreed punishments
	enforced
Being in an unauthorised or unsupervised area of the school, such as the kitchen	First Offence: Boarding Manager informed students receive an earlier bedtime Second Offence: Headteacher informed and heavier sanction agreed and imposed Third Offence: Parental involvement, and
Refusal to complete prep and disruption to prep	sanctions agreed First Offence: Headteacher informed. Students forced to complete prep in their own time either in evening or
	during lunch Second Offence: Headteacher informed, agreed sanctions imposed Third Offence: Parental feedback sought, agreed sanctions imposed.
Refusing to partake in a previously communicated trip or visit	First Offence: Headteacher and Boarding Manger immediately notified, student spokento Second Offence: Parental involvement and expectations set
Arriving back to school late, outside the previously agreed parameters.	First Offence: Children spoken to strongly and Headteacher and Boarding Manager informed Second Offence: Students have trust removed and can only leave the school site on sanctioned trips for two weeks. Third Offence: Parental involvement, students have trust removed and can only leave the school site on sanctioned trips
Leaving electrical items plugged in and unattended during school hours	for four weeks. First Offence: Mobile phone held by the boarding office for 24 hours Second Offence: Mobile phone held by the boarding office for one week Third Offence: Mobile phone held by the boarding office until the end of the current term
Not wearing appropriate footwear at all times. Studded football boots should not be worn in the boarding house	First Offence: Mobile phone held by the boarding office for 24 hours Second Offence: Mobile phone held by the boarding office for one week Third Offence: Mobile phone held by the boarding office until the end of the current term
Leaving electrical items plugged in and unattended during school hours	First Offence: Mobile phone held by the boarding office for 24 hours Second Offence: Mobile phone held by the boarding office for one week Third Offence: Mobile phone held by the boarding office until

Not wearing appropriate footwear at all times. Studded football boots should not be worn in the boarding house

First Offence: Mobile phone held by the boarding office for 24

hours

Second Offence: Mobile phone held by the boarding office for

one week

Third Offence: Mobile phone held by the boarding office until

the end of the current term

RED SANCTIONS

C 1:	5' 10'' T 10' 11' 11' 11'
Smoking or vaping inside a school building or dorm	First Offence: Two-week Suspension leading to probable expulsion.
	First Offence: Three-day Suspension
Smoking or vaping in the school grounds	Second Offence: One-month Suspension
	Third Offence: Instant Expulsion
	First Offence: Letter home, and banned from leaving school site for 2 weeks
Caught smoking or vaping outside of the	Subsequent Offences: Subsequent sanctions to be communicated to
school grounds	parents and child concerned after committing the first offence.
	First Offence: Written warning; parents notified and a one week ban from
Cigarettes, matches, lighter or vape	leaving site.
found	Subsequent Offences: Subsequent sanctions to be communicated to
	parents and child concerned on committing the first offence.
The cumply of a class P drug	
The supply of a class B drug	First Offence: Instant Expulsion
Caught using a class B drug	First Offence: One-month Suspension
	Second Offence: Instant Expulsion
Caught in the possession of a class B drug	First Offence: Two-week Suspension
	Second Offence: Instant Expulsion
In possession; supplying or using a class	First Offence: Instant Expulsion
Adrug	
	First Offence: Three-day Suspension
Theft, stealing monies and personal	Second Offence: Instant Expulsion
items	· · · · · · · · · · · · · · · · · · ·
Alcohol, being intoxicated and	First Offence: Two-day Suspension
bringing, consuming alcohol on the	Second Offence: One-week Suspension
school site	Third Offence: Instant Expulsion
	First Offence: An Instant Expulsion or Suspension maybe considered
Arson & Interference with	depending on the offence
Fire Prevention Equipment	Second Offence: Suspension for a minimum of one week
	Third Offence: Instant Expulsion
	First Offence: One-week Suspension, although school reserves the right to g
Fighting – Students seriously hurt	
	straight to an Expulsion
	Second Offence: Instant Expulsion
Pullying - Doomad sarious anaugh to	First Offence: Three-day suspension
Bullying – Deemed serious enough to	Second Offence: One to two-week suspension
move from Amber based concern.	Third Offence: The school reserves the right to Instantly expel a pupil
Includes cyber bullying.	through any of these stages, should a pupil pose a risk to the
C : C !: ID ! : : I !:	happiness and welfare of others.
Serious Sexualised Behaviour including	First Offence: An Instant Expulsion or Suspension maybe considered
contact and indecent images, boys and	depending on the offence
girls in one another's dorms or in other	Second Offence: Suspension for a minimum of one week
unauthorised areas	Third Offence: Instant Expulsion
	First Offence: Demerit, detention, parents notified
Swearing in front of Teachers, staff or	Second Offence: 1-day Internal exclusion, parents notified
visitors	Third Offence: 2-day Internal exclusion, parents notified
	First Offence: Internal exclusion, appropriate period to be set by SLT
Swearing directly at Teachers, staff or	Second Offence: Suspension for a minimum of 3 days
visitors	Third Offence: Suspension for a minimum of one week, expulsion
	considered

Threatening Behaviour to students or members of staff	First Offence: An Instant Expulsion or Suspension maybe considered depending on theoffence Second Offence: Suspension for a minimum of one week Third Offence: Instant Expulsion
Inappropriate use of a mobile phone in class, includes videos and images, and recording in lesson time	First Offence: Phone confiscated for three days and debit issued Second Offence: Phone confiscated for a week; parents informed Third Offence: Phone confiscated until collected by parents, complete phone ban. Expulsion or Suspension maybe considered depending on the offence
The carrying of dangerous items, including knives	First Offence: An Instant Expulsion or Suspension may be considered depending on the offence Second Offence: Instant Expulsion
Throwing stones or other objects that are dangerous	First Offence: Demerit issued/Detention & Behaviour Report Second Offence: Demerit issued/Detention & Behaviour Report, parental involvement Third Offence: Demerit & Detention/Parents informed, suspension and or expulsion considered
Dangerous behaviour on the school transport	First Offence: An Instant Expulsion or Suspension maybe considered depending on the offence. However mostly likely to lead to a one-week transport ban. Second Offence: Instant transport ban or in extreme cases instant Expulsion
Deliberate damage of school, staff or other children's property	First Offence: The school will consider their options depending on the extent and nature of the damage. Parents will be expected to pay for the damages or replacement costs. Second Offence: Suspension or internal exclusion for a minimum of one week Third Offence: Instant Expulsion considered
Leaving the School Site without permission	First Offence: Three-day Suspension, internal considered Second Offence: One-week Suspension Third Offence: Instant Expulsion
Boarders Leaving the School Site without permission at night	First Offence: One-week Suspension, internal considered, an immediate expulsion maybe considered at any point. Second Offence: Two-week Suspension Third Offence: Instant Expulsion
Leaving the Boarding House at Night without permission but remaining on the school site	First Offence: Two-day internal Suspension Second Offence: One-week external Suspension Third Offence: Two-week external exclusion Fourth Offence: Instant Expulsion, although this will be considered at any point through this process
Serious anti-social or behaviour that is against the ethos of the school.	First Offence: Three-day Suspension, internal considered, an immediate expulsion maybe considered at any point. Second Offence: One-week Suspension Third Offence: Two week or Instant Expulsion

A student who receives multiple *Amber Warnings* will be asked to see the Head teacher, who will discuss the reasons behind the warnings with the student. Further help to improve behaviour might involve a programme of behaviour management, or further sanctions.

The whole purpose of Amber or Red Sanctions or demerits is to ultimately help the pupil by identifying trends in behaviour and giving support where needed.

Teacher Detentions will take place at lunchtime. Detentions given should be recorded on iSAMS.

After-school and weekend detentions will be issued only after consultation with the Headteacher and parents.

POSITIVE BEHAVIOUR STRATEGIES

- All staff, when considering behaviour strategies, must ensure that the individual and circumstances of the pupil are taken into account. Where appropriate class teachers should be consulted before a particular strategy is decided upon. Relevant background information should be recorded in the child's individual pupil profile and passed on to staff as appropriate.
- Good work or behaviour is recognised through iSAMS.
- Appropriate behaviour may also be rewarded with praise, positive parent contact or class rewards e.g. in the Junior School, choosing time.
- Adults will always outline their expectations of behaviour i.e. what the child is expected to do and explain why their current behaviour is unacceptable.
- Adults will ensure that children fully understand the consequences of their present course of action and choosing inappropriate behaviour.
- Inappropriate behaviour will be dealt with as children will always be given the <u>choice</u> of how they wish to behave.
- After a certain period of time the child will be given the choice to behave appropriately and re-join the group or to remain separate.
- Class teachers will be informed of any inappropriate behaviour.
- Any continuing behavioural problems will be referred to the Headteacher, and parents informed and invited to meet and talk with the relevant staff.

DEALING WITH DIFFICULT BEHAVIOUR

Inevitably there will be some children, who because of difficulties they have faced prior to school admission, will need particular help and especially careful handling. Teachers must enlist support from at least one other colleague if a child is proving particularly difficult to handle. The Headteacher is always available to support teachers when existing systems do not bring enough progress and improvement.

Attempts should be made to clearly acknowledge the level at which the child is operating and adjust expectations and activities commensurately. The SENDCO teacher is always willing to support special programmes of work.

Teachers must undertake to make brief dated notes on iSAMS regarding any behaviour which is giving concern in the classroom. Often a pattern will emerge or a series of relatively minor incidents combine to give major concern. In such circumstances it is essential to have written notes as it is impossible to remember things accurately after the event.

In the final analysis a referral to the Headteacher will usually result in a dialogue with parents. Subsequent self-referral to Child and Family Therapy is possible. Often behaviour which is contained within school is symptomatic of serious behavioural difficulties in the home.

The school does not use corporal punishment.

ROLE OF THE HEADTEACHER

The Headteacher is always on hand to offer support and advice to teachers and support or ancillary staff alike.

Being the ultimate authority in school it is unavoidable that there is very occasionally a confrontation with a child. A staff member will always <u>stay with</u> a child in a crisis situation and will only return the child to the class when this has been resolved somehow, and when the child can see a way forward.

The Headteacher aims to build secure and strong relationships with children whose behaviour is proving a problem to themselves and others. They will specifically try to be friend such children and help them in their efforts to improve their behaviour.

In addition, they will work closely with any parents requesting support with a particular problem.

The Headteacher is responsible for sanctioning any home visits made and will receive a written report for each one. They will ask for the standard written notes made on any child with behavioural difficulties which need their personal intervention, and will then undertake to give the teacher, the child and the family every possible support.

BULLYING

- The school is absolutely committed to treating every incidence of bullying and racist name calling with great seriousness. Both things frequently manifest as part of a total picture of problem behaviour.
- In the case of bullying, the child who is bullying undoubtedly needs help, support and counselling, however first the bullying must be stopped in the interests of the other child or children. Both children are then carefully counselled, reassured and encouraged.
- Children are encouraged to write to their teacher or another member of staff if they find it difficult to talk to anyone. Any requests from a parent to investigate bullying are treated very seriously and acted upon immediately.
- Further information on how Moorland School deals with bullying is covered in detail in the **Anti-Bullying Policy.**

Policy Review

This policy will be reviewed as changes occur in school and behaviour management will need regular adjustment and constant re-evaluation. However, these are adjusted, the basic principles will remain the same.

Children have a right to know where the boundaries lie in terms of acceptable behaviour and have a right to teachers who care for them enough to take a stand.

Policy Reviewed and Updated by Deborah Frost, August 2023