

Hillside High School


**Hillside
High School**

*Excellence in the Heart
of the Community*



PERVET OPTIS

Behaviour for Learning Policy March 2019

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| School: | Hillside High School |
| Date Adopted by the Governing Body: | March 2019 |
| Signed: |  |
| Chair: | Sharon Lees |
| Principal: | Mrs Amanda Ryan |
| Next review Due: | March 2020 |

Mission Statement

Hillside High School has a wholly child-centred ethos. We believe that every pupil has the right to make and exceed the progress of which they are capable of in a safe, positive and calm learning environment. Creating outstanding behaviour for learning is the collective responsibility of all staff and to achieve this success, consistency must be applied by all. In addition to making and exceeding progress pupils should also be encouraged to become young adults with core principles of respect – which should be shown to others within the school community, the building, school property and the wider community.

At Hillside we believe that fostering positive relationships between pupils, staff and parents/guardians is the key to success. Everything we aim to do as a school should be underpinned by encouraging and nurturing positive relationships between all members of the school and wider community.

Every child has the right and responsibility to learn and every teacher has the right and responsibility to teach. The aim of the policy is to provide comprehensive guidelines for pupils, staff and parents. Pupils should know how to successfully manage their own behaviour and staff should support pupils in doing this by creating a positive learning environment.

All staff have a corporate responsibility to embrace and follow this policy.

Aims

- To seek to promote a respect for learning and to encourage an awareness of education as a lifelong process.
- To create a safe, supportive learning environment in which all members of the school community are encouraged to develop their maximum potential.
- To encourage respect for the needs and feelings of others.
- To embrace a philosophy, at both an individual and whole school level, of continuous improvement.

Staff Responsibilities

Within the classroom, the teacher has responsibility for the discipline of the class. The teacher should be assertive and proactive in seeking to develop positive relationships and effective learning. The teacher should frequently refer to **The Hillside Way** to maintain these standards.

All teachers have a responsibility to correct breaches of discipline if these come to their attention at any time and in any place. In serious cases, or where a serious offence has been committed, referral should be made immediately to a senior member of staff.

Within the school, we aim to create a positive and supportive teaching and learning environment. We encourage pupils to recognise the benefits, to both themselves and others, of good conduct, co-operation and application to study.

Positive Conduct Management

If we are to achieve the above aims, everyone in our community must be encouraged to work together. We are committed to developing a positive climate which places learning as the number one priority and reinforces the need to teach and model good conduct and social skills.

We believe that a strong ethos of achievement and good conduct comes from us all working together within a clear framework. Every member of staff has a responsibility to uphold the procedures outlined in this policy. As summarised below in the staff commitment to 'The Hillside Way'.

In order to be an effective teacher at Hillside High School I will ensure that:

- I organise all of my teaching resources in advance.
- I am punctual to all lessons and greet my class at the door with a smile and make a punctual start to learning.
- Between lessons I actively supervise the movement of pupils around the building.
- I plan out social dynamics for group and paired work.
- I prepare a seating plan that is adhered to every lesson.
- I ask pupils to make their pencil case visible on the desk.
- I prepare learning tasks for pupils when they enter the classroom and learning objectives and challenges are clear on the board for all lessons.
- I ensure that pupils are completing their work to the highest standards of presentation
- I take the register at the start of the lesson.
- I run an orderly lesson and don't allow pupils to shout out.
- I have clear and consistent boundaries with sanctions that follow the school's BfL policy.
- I keep the learning environment suitable for my pupils and for the next class to use the room.
- I ask pupils to stand behind their chairs and check their uniforms before dismissing the class in an orderly manner.

Core Principles of the Policy

Plan for appropriate conduct by:

- Balancing correction with positive reinforcement: praise and encouragement.
- Establishing **consistent** rewards and sanctions by making the boundaries clear.
- Using the **language of choice** to teach pupils to take responsibility for their actions.
- Planning to use language that is positive and motivational.
- Planning alternatives to confrontation, such as speaking quietly.
- Using non-verbal language effectively.
- Knowing how to get help when necessary.
- Making lessons engaging; use a variety of strategies and learning styles.

Plan for inappropriate conduct by:

- All members of staff using the same language – the language of choice. 'If you choose to do that then this will happen'.
- Plan what the consequences of inappropriate conduct in the classroom will be and **carry them out** if the wrong choice is made.
- Plan alternatives to confrontation and try and avoid raising your voice too much.
- Finally, **SMILE** to diffuse difficult situations.

Remember, limit your formal one-to-one interventions for poor behaviour in class to 30 seconds each time. Get in, deliver the message, anchor the child's behaviour with an example of their previous good

behaviour and get out, with your dignity and the child's dignity intact. (from the Paul Dix book 'When the adults change everything changes' 2017)

Staff should use various de-escalation techniques as appropriate to the situation, for example, deflection, humour, open body stance etc.

Work within this policy and 'The Hillside Way':

- Sets the climate for success.
- Builds confidence and self-correction.
- Is both supportive and corrective.
- Reduces and diffuses confrontation and tension.
- Is an educational process.
- Is fair, reasonable and logical.
- Provides a platform for skill development.

Separate the conduct from the child:

- Make the inappropriate conduct unacceptable, not the child.
- Do not link poor conduct to the pupil's personality. Linking good conduct to a pupil's identity builds self esteem.

Use the language of choice because it:

- Gives children confidence by giving them responsibility.
- Regards mistakes as a normal part of learning.
- Has a positive emphasis.
- Reduces instances of conflict arising from trying to make things happen.
- Creates an important link between choice and consequence.
- Helps to empower them as individuals.

Actively build self-esteem

If experiences in school are constantly negative and unsuccessful, they will undermine the pupil's ability to be successful. Pupils will create a model in their head that accepts a lack of success being the norm for them; this will lead to behaviours that avoid risk taking and challenge. These behaviours can be disruptive. We need to let pupils know that we respect and value them. If we all do this it will improve self-esteem. Praise the good choices they are capable of making.

Celebration of positive conduct and achievement

Examples that all teachers can use on a daily basis in their teaching

- verbal praise
- written praise in exercise books
- stamps
- display of work
- celebration of work in weekly newsletter

- postcards or letters sent home
- telephone calls home
- mention in assembly
- names forwarded to Progress Leader for 'Lead Learner' award every half term

Sanctions as a consequence of inappropriate action:

- verbal reprimand
- faculty/departmental detention
- report / monitoring cards
- letter or telephone call home
- referral to Subject Leader, Progress Leader and then a member of the Senior Leadership Team, using standard referral procedures
- withdrawal from mainstream lessons to the Inclusion Base or Form Tutor
- meeting with police school liaison officers
- fixed term exclusion
- permanent exclusion

School Trips & Educational/Sporting Activities:

School trips and sporting activities are a privilege for pupils and they are representing the school at all times during these occasions. Attendance on school trips and the chance to represent the school will be subject to sanctions in line with this policy. If the school feels that a pupil's poor behaviour or poor attitude to learning is a concern then the pupil may not be able to attend school trips or represent the school in sporting or other extra-curricular activities.

Classroom Protocol

Every lesson each pupil will be issued a number on the register in SIMS. This number indicates their attitude and behaviour in that lesson:

1. Outstanding: Expected behaviour followed 'The Hillside Way' and gone above and beyond.
2. Good: Followed 'The Hillside Way' throughout the lesson.
3. Improvement required: As the pupil has not demonstrated one or more aspects of 'The Hillside Way' – staff should right click and comment on the reason for the 3, a referral is not necessary.
4. Serious cause for concern: Not demonstrated 'The Hillside Way' in a serious manner disrupting teaching and learning - staff should right click and comment on the reason for the 4, a referral is necessary.

If a teacher issues a pupil with a 4 they must put a brief comment on SIMs by right clicking, this must then be followed up with a referral on SIMs to the Subject Leader, Form Tutor and relevant Progress Leader.

The following strategies should have been tried before a grade 4 is awarded:

- **C1 - first verbal warning, name on the board and pupil aware of why.** E.g. 'Name you are still talking over me, that is your first warning' or could be about the level of work they are producing.
- **C2 - Second warning, pupil moved seats.**
- **C3 -Teacher speaks to pupil at the classroom door.**

- **C4 -after the conversation with the teacher the pupil will be given one more chance, if their behaviour doesn't change a member of SLT will be called and they may be removed from the lesson.**

If a pupil receives a 4 during the day a member of Senior Staff or a Progress Leader will come and talk to them about this, then they most likely will be removed from lessons for the rest of the day to work in the Inclusion Base.

When a member of staff issues a 4 they should work with their Subject Leader or if appropriate the Progress Leader to make a plan for addressing the behaviour, this could include:

- accessing a resolution surgery with a member of SLT
- a departmental detention
- arrangements made within the department for the pupil to work elsewhere for the next lesson

Parental contact must be made if a pupil receives a 4 in a lesson. This should be done by the class teacher after liaising with the relevant Progress Leader.

Fixed Term Exclusions

The Principal has the authority to exclude pupils guilty of misconduct or gross disobedience as outlined in National Standards of reasons for exclusion. The fixed period of time will be determined by the nature of the incident.

- In all cases the incident will be investigated before the exclusion begins.
- Parents will be informed in writing of the exclusion. Information regarding the right to appeal will be contained in the letter.
- Pupils will have the opportunity to respond to the allegations.
- A plan for reintegration will be established and work will be provided for the pupil whilst they are excluded.

Permanent Exclusion

The Principal has the authority to permanently exclude pupils for violation or gross misconduct. Examples of these acts include, but are not limited to: physical assault against a pupil, physical assault against an adult, verbal or threatening behaviour, bringing into school weapons or items that can harm others, drug dealing and persistent disruptive behaviour. In all cases the incident will be investigated before the exclusion begins.

- Pupils will have the opportunity to respond to the allegations.
- Procedures for appealing against the exclusion will be explained to the parents.
- A letter will be sent to parents confirming the permanent exclusion, including reasons for exclusion.
- The Pupil Discipline Committee will be notified of the Principal's decision and a meeting will be convened, where parents are invited to discuss the case.
- If the decision is upheld a formal letter will sent to parents and the LA.

Pupils may also be directly referred to Inclusion Base for acts which affect the health and safety of other pupils or are deemed to be a serious breach of the school rules such as verbal abuse of staff/pupil and bullying. (See anti-bullying policy)

GRADUATED RESPONSE

Behaviour for Learning (blue report card)

If a pupil is regularly not meeting the standards and expectations of 'The Hillside Way' then the Progress Leader may decide to monitor the pupil through a blue report card for a period of 15 days.

School Support Plan (yellow daily monitoring sheet)

If the Behaviour for Learning (blue report card) does not have the desired positive impact then the Progress Leader may choose to move the pupil up the Graduated Response and monitor them daily via a School Support Plan (yellow daily monitoring sheet). This monitoring would be in place for 20 days and gives the Progress Leader a more diagnostic overview of the pupils' behaviour in each lesson. The Progress Leader at this point could consider additional support for the pupils as per the school's Graduated Response Mind Map. (Appendix 2)

Pastoral Support Plan (white book)

A Pastoral Support Plan (PSP) may be initiated upon unsuccessful completion of the SSP or a serious decline in standards. This document will last sixteen weeks with a review after eight weeks and a final review. The Progress Leader at this point should consider additional support for the pupils as per the school's Graduated Response Mind Map. If a pupil is unsuccessful in meeting their targets then this will lead to a period of outreach work and/or the agreement of a managed transfer to another school and/or the initiation of alternative provision in order to support the pupil.

Mental Health and Behaviour

As a school we fully recognise that the school's approach to mental health and behaviour should be part of a consistent whole school approach to mental health and wellbeing. This should involve providing a structured school environment with clear expectations of behaviour and this should be paired with an individualised graduated response when the behavioural issues might be a result of educational, mental health, other needs or vulnerabilities (Guidance sourced from DFE publication Mental Health and behaviour in schools, November 2018).

Bullying

Hillside High School is committed to preventing all forms of bullying. We will work hard to ensure that bullying plays no part in our community by proactively dealing with all pupils, their families and staff to eradicate and promptly address all reported incidents. We have an anti-bullying policy which should be referred to for guidance.

E-Safety

Pupils are expected to follow all E-safety precautions at all times. It is against the law in the U.K to use a mobile device and social networking sites to frighten or upset people. Please be aware that electronic devices may be confiscated if there is reasonable suspicion that they may contain inappropriate material. Cyber-bullying is taken very seriously and could involve police involvement. Please refer to Acceptable Use Policy.

Poor Behaviour

Teachers can discipline pupils whose conduct falls below the expected standard which could reasonably be expected of them. This means that if a pupil misbehaves, breaks a school rule or fails to follow a reasonable instruction the member of staff can impose a sanction on that pupil. Any acts of poor or dangerous behaviour will be investigated and consequences will be imposed that are deemed reasonable in all circumstances. These will be subject to a referral being completed or a report from staff and/or pupils. An investigation will take place and consequences will be imposed that are deemed reasonable in all circumstances.

Poor Behaviour outside the School Gates

Teachers have the statutory power to discipline pupils for misbehaving outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives teachers statutory power to regulate pupils' behaviour in these circumstances "to such an extent as is reasonable." At Hillside we will impose reasonable sanctions for any pupil taking part in a school trip, travelling to and from school, wearing school uniform or in some other way identifiable as a pupil at the school. This may also apply to pupils that pose a threat to another pupil or member of the public or could adversely affect the reputation of the school. These will be subject to a referral being completed or a report from staff, pupils or member of the public. An investigation will take place and consequences will be imposed that are deemed reasonable in all circumstances.

Detention

Teachers have the legal power to put pupils in detention. Where a detention is outside school hours we will endeavour to give parents 24 hours' notice due to safeguarding and travel considerations. Lunchtime detentions do not need prior notification of the parents. We will allow reasonable time for pupils to eat, drink and use the toilet.

Memorandum on Justifiable Restraint

At Hillside we discourage physical contact between staff and pupils. We do not believe that any of our pupils have such a complex level of need that is necessary for staff to be trained in physical restraint and we strongly advise staff to defuse a confrontational situation in a calm and controlled manner. We ask that staff use their voice in a positive and encouraging manner and that they seek assistance from other staff if a situation is becoming untenable with a pupil.

On the rare occasion that pupils may become involved in a physical altercation with each other, or if a pupil is behaving in such a way that their behaviour poses an immediate risk to their own safety we ask that staff use their own professional discretion and exercise their duty of care. In extreme cases this may involve a member of staff using physical contact to guide a pupil out of harms way. This contact should be with reasonable force and proportionate to the situation. If a member of staff faces an encounter such as this they should report this to a senior member of staff immediately after the event.

The legal provisions on school discipline also provide members of staff with the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others or damaging property. Please refer to Use of Reasonable Force in schools. DfE (July 2013)

Searching, Screening & Confiscation

Items which may be searched for without consent may include knives or weapons (made or adapted), alcohol, illegal drugs, fireworks, pornographic images and stolen items. Hillside also enforces a strict ban on tobacco, e-cigarettes and energy drinks which have a detrimental effect to school discipline. School staff can search pupils with their consent for any item if the pupil agrees. School staff may also search and confiscate electronic devices, such as mobile phones, if there is reasonable suspicion that it may contain offensive or inappropriate material which has been, or is likely to be used to commit an offence. Please refer to Screening, searching and confiscation, DfE (January 2018)

Whilst it is good practise to inform parents or guardians that there will be a referral made to the police, advice will be taken from the police if it is felt that a school representative needs to act as appropriate adult. The school is not obliged to inform parents before a search takes place or to seek their consent to search their child.

Related Policies

This policy links with a number of other policies:

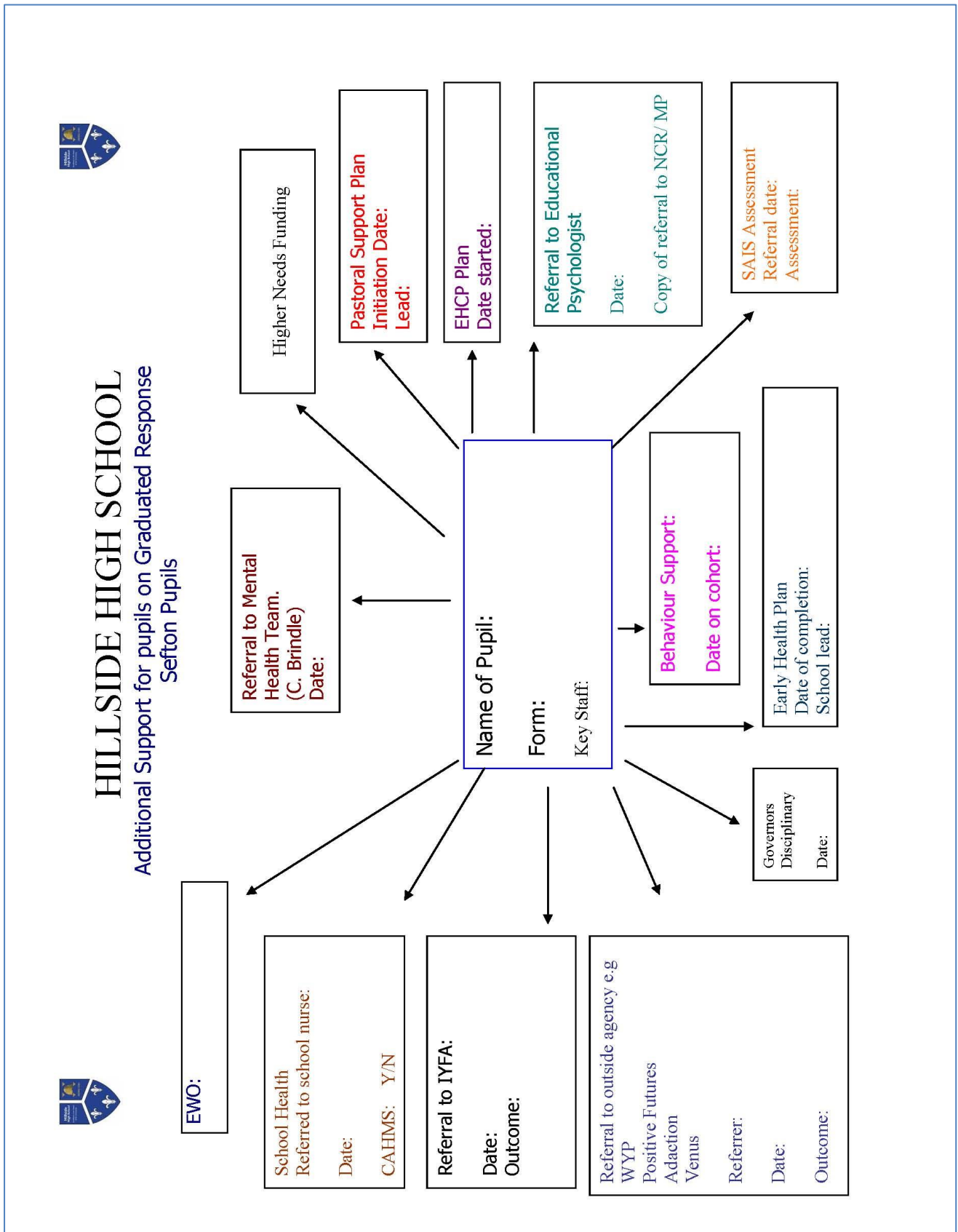
- Attendance and Leave of Absence Policy
- Safeguarding Policy
- Child Protection Policy
- Complaints Policy
- Anti Bullying Policy
- SEND Policy

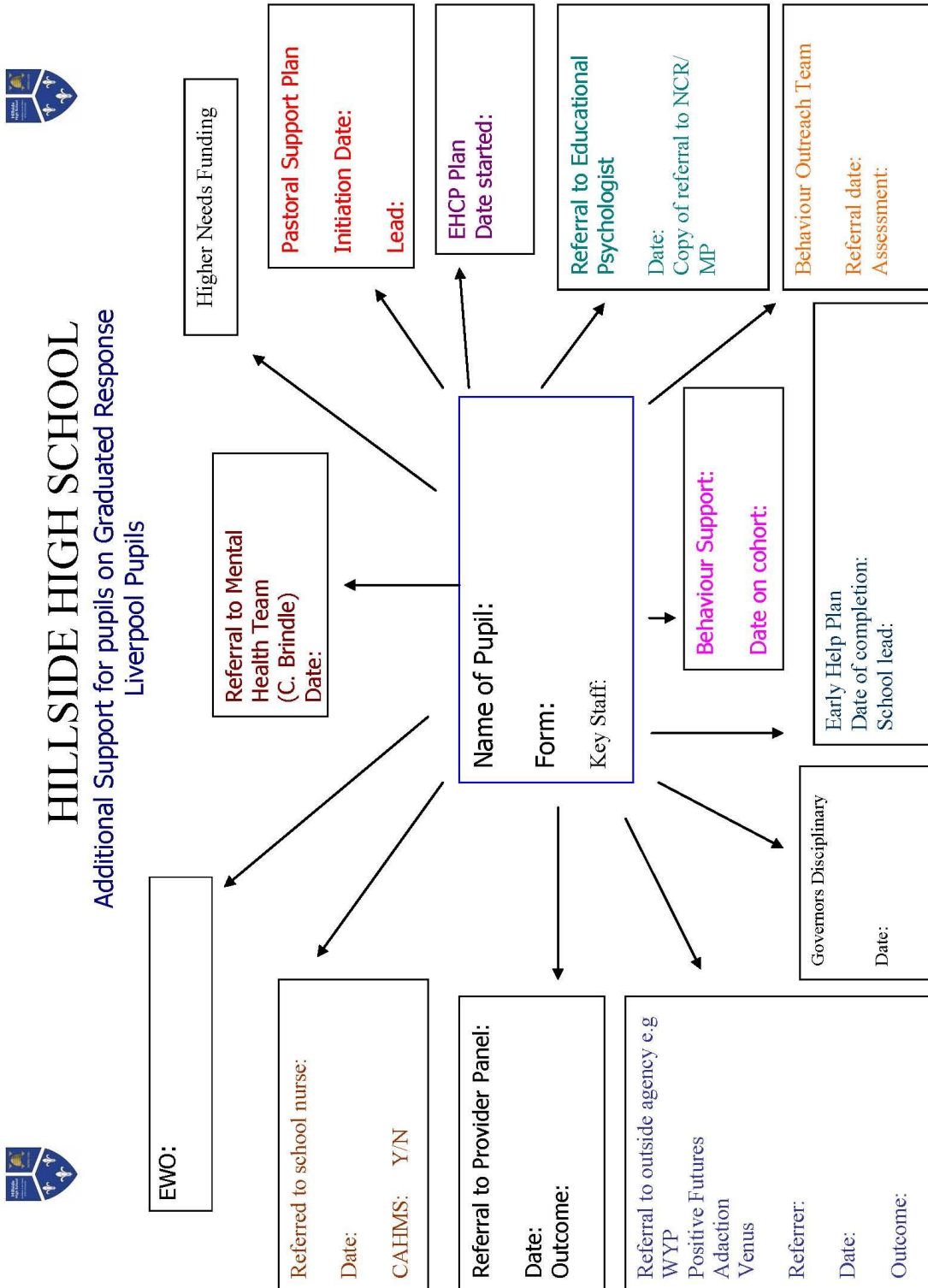
Appendix 1

10-Useful Tips for Teachers in Managing Behaviour

1. Look for opportunities to give genuine praise. Try to 'catch pupils doing the right thing' and praise accordingly. Build positive relationships with pupils and look for opportunities to reward. Please refer to suggestions on page 6.
2. Every lesson should be a fresh start. Once a sanction has been imposed and a situation resolved it is important for both you and the pupil that you can move on.
3. Use humour to diffuse a situation but never use sarcasm - not many teenagers grasp the concept and it can backfire.
4. Avoid rhetorical questions such as 'What are you doing?' You are likely to receive an insolent and literal answer that will not be helpful to anyone.
5. If a pupil has made an inappropriate comment never ask them to repeat it in the hope they will retract it. If they have said it once they are likely to say it again.
6. If you have a classroom rule think about the rationale behind it and make sure pupils understand the reason behind it. If you are insisting on silence then think about why you are doing this?
7. Don't make idle threats that you can't follow through.
8. Adhere to the whole school behaviour for learning policy. Be consistent in your use of behaviour for learning, rewards and sanctions.
9. Young people learn most by what we do, rather than what we say. We are defeating the object if we ask pupils to stop shouting by shouting.
10. Challenge the problem and not the pupil. Always look for opportunities to diffuse the situation and change the atmosphere. Remember you are the adult and the professional so don't be tempted into heated confrontation.

Appendix 2





Appendix 3

