



# Clacton County High School

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## Behaviour for Learning Policy & Guidance

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## **Behaviour for Learning Policy (BfL)**

The primary aim of this policy is to ensure that all students are able to work without disruption and all members of the school community are treated with respect.

### **Expectations**

We want students to feel safe, comfortable and confident enough to take responsibility for their learning. This means that we have certain expectations of them during lessons, outside the classroom and in the community.

<b>Student Expectations</b>	
<b>At the start of the school day</b>	<b>Between lessons</b>
Students should: <ul style="list-style-type: none"><li>• Be dressed in full school uniform, including correct school shoes and any non-uniform items removed, including coats, scarves, hats and sweatshirts.</li><li>• On entering the school site, ensure mobile phones are switched off and any headphones are removed. These items must be placed out of sight for the duration of the school day.</li><li>• Make sure they have all the equipment and other materials they need for the lesson.</li><li>• Complete all homework tasks set to the best of their ability and bring to school before the deadline.</li></ul>	Students should: <ul style="list-style-type: none"><li>• Move directly to the next lesson and not use it as a time to meet friends; there is no excuse for lateness.</li></ul>
<b>At the start of the lesson</b>	<b>Around the school</b>
Students should: <ul style="list-style-type: none"><li>• Arrive at the classroom on time.</li><li>• Enter the room calmly and sit where the teacher directs.</li><li>• Get out all the equipment that they need for the lesson.</li></ul>	Students should: <ul style="list-style-type: none"><li>• Take responsibility for keeping the school clean, safe and tidy.</li><li>• Think carefully about their actions, to avoid accidental damage or injury.</li><li>• Be courteous to others.</li><li>• Follow instructions given to them by all staff.</li><li>• Following break and lunchtime, remove non-uniform items when re-entering the school building, including coats, scarves, hats and sweatshirts.</li><li>• Not swear or use abusive language.</li><li>• Remember unacceptable behaviour towards others will not be tolerated.</li></ul>
<b>During the lesson</b>	<b>In the Community</b>
Students should: <ul style="list-style-type: none"><li>• Get involved and make the most of their learning.</li><li>• Follow the instructions given by staff.</li><li>• Treat the learning environment and everyone in it with respect.</li><li>• Complete the tasks to the best of their ability.</li><li>• Make sure they ask the teacher for help, if they are not sure what to do.</li></ul>	Students should: <ul style="list-style-type: none"><li>• Remember that whilst they are in uniform they are representing the school.</li><li>• Ensure that their actions do not bring the school into disrepute.</li><li>• Be courteous and polite to everyone in the community at all times.</li></ul>
<b>At the end of the lesson</b>	<b>Cycling to school</b>
Students should: <ul style="list-style-type: none"><li>• Make sure they know what to do for homework.</li><li>• Return any equipment to its correct location.</li><li>• Clear away any rubbish and leave their area tidy.</li><li>• Reflect on what they have learned during the lesson.</li><li>• Leave the lesson when dismissed in an orderly manner.</li><li>• Move around the school in a safe and calm manner, following the appropriate directional signage.</li></ul>	Students should: <ul style="list-style-type: none"><li>• Ensure their bike is maintained in line with school expectations.</li><li>• Collect a cycling permission pass from the Pastoral Hub.</li><li>• Cycle in a sensible and safe manner at all times with an awareness and respect of pedestrians and other road users.</li></ul>

## **Rewards**

Teachers can award students points every day for meeting various criteria, such as:

- being dedicated to learning and achieving
- outstanding homework
- being supportive to others
- leading by example
- showing respect
- working together
- excellent attendance
- helping at school events
- having the correct equipment

. . . and much more.

## **Attendance Rewards**

Clacton County High School aims to provide a caring environment where individuals develop their full potential and their achievement is celebrated; and the expectation is that all students attend school every day when the school is open.

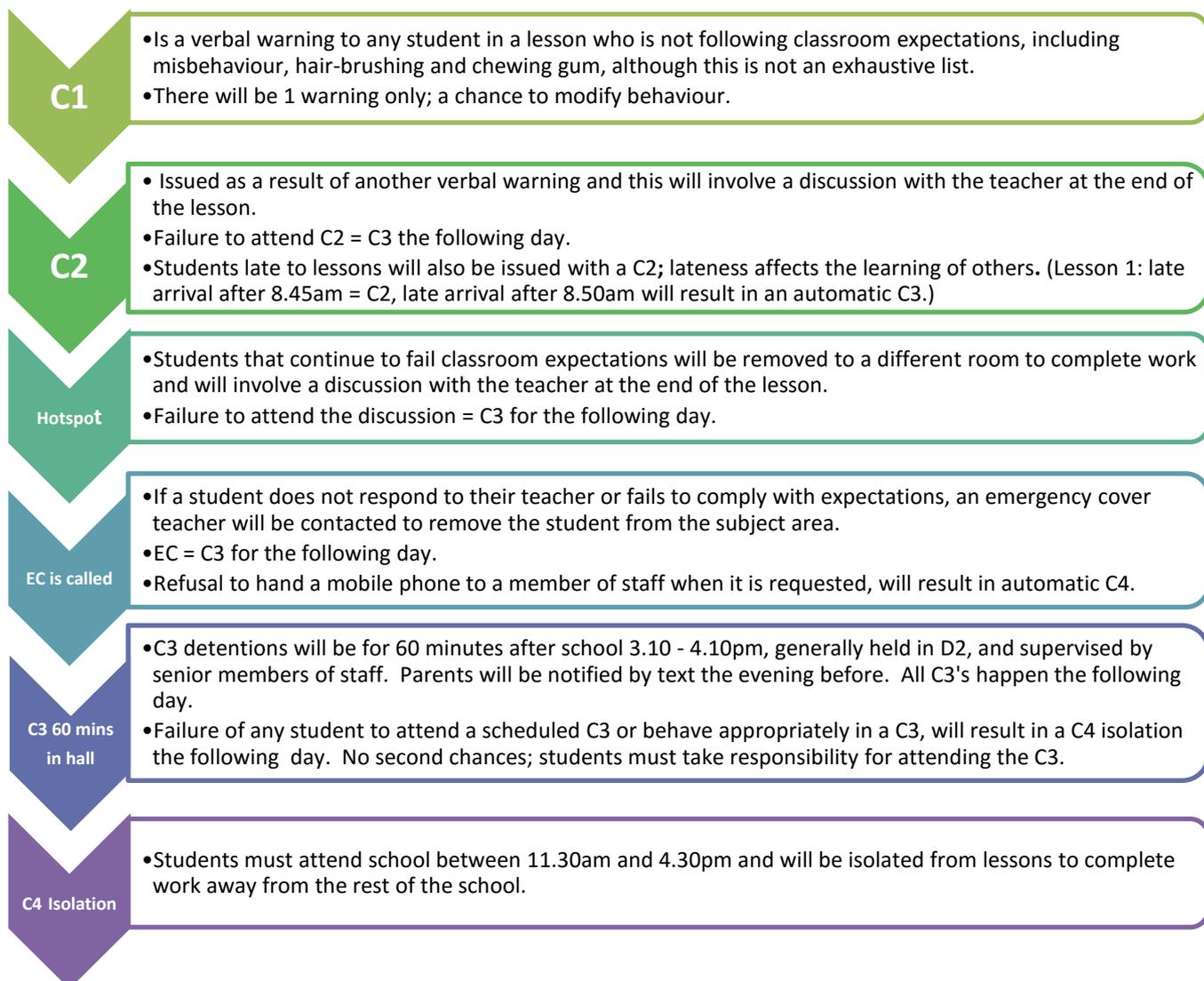
- All students with excellent attendance (97% or above) will receive an attendance 'reward' at the end of each term. This is decided by the students through an attendance survey.
- Students with 100% attendance for each term will be entered on a termly roll of honour, to be published in the school's Parent News.
- Students with 100% attendance for the year will be entered on an annual roll of honour, to be published in the first newsletter of the following academic year.
- Each week there is a draw from all 100% attendees, picked at random, for a £5 reward.
- There is also a chance to win the 'Golden Ticket' each week, whereby a student is able to 'jump the queue' to go to the front, in Clouds restaurant, with a friend.
- The form group within each year group, with the highest number of students with 100% attendance for each month will receive a breakfast reward.
- The attendance team will present weekly attendance percentages for each form and publish league tables.

Top recipients' names will be published in Parent News, on the plasma TV screens and on Notice Boards at regular intervals.

## **Subject-based Rewards**

In addition, subjects use additional incentives and rewards to encourage hard work and effort.

## Consequences



**C3** CCHS will not accept disruptive behaviour in lessons. Any student, whose behaviour has a negative impact within the classroom, will be dealt with in accordance with the above flow chart. Failure to respond will ultimately result in a 60 minute after school detention in D2 supervised by members of the senior and extended leadership teams.

C3s will also be given for:

- Inappropriate/disrespectful/foul language in lessons, around the school, in corridors and/or during social time.
- Having a mobile phone out in a lesson, or a mobile phone disrupting learning (the phone is returned after completion of a C3 on the same or following evening).
- Persistent refusal to follow expectations in regards to a mobile phone being switched off and out of sight during the school day, or headphones visible, or refusal to remove these items. Continual failure of expectations may result in an increased sanction and confiscation of the phone.
- Failing a Pastoral Report.
- Unacceptable use of the Internet.
- Over 10 minutes late to school without parental note.
- More than 2 C2s, for lateness to form or assembly, in one week.

If a student fails to turn up to C3 detention, the student will sit a C4 isolation the following day.

#### **C4 Isolation – Internal**

Internal isolation involves removal from the classroom, for a fixed period of time, and being sent to the internal Isolation Room. Isolation will run on aggregated time whereby the students will attend their isolation from 11:30am – 4:30pm inclusive. Students can bring a packed lunch, with only soft drink/water and no sweets. Students on free school meals should notify the Pastoral Hub who will ensure a lunch is provided. All students are expected to attend in full uniform.

#### **C4 Isolation – Internal Isolation, C5 STOP\* (Short Term Off-site/ On-site Provision) or Fixed Term Exclusions (FTE) can be given for:**

- Truancy from a lesson/part lesson or organised event
- Failure of Vice Principal's Report
- Persistent failure of Pastoral Report
- Verbal abuse towards others
- Refusal to hand over a mobile phone that is visible in a lesson, or which has disrupted learning in any way
- Persistent refusal to comply with expectations regarding mobile phone being switched off and out of sight during the school day
- Fighting/physical aggression towards a peer
- Sexist/racist/homophobic remark/comment
- Bullying
- Smoking on site, outside school gates, or in uniform (including e-cigarettes)
- Failure to sit/misbehaviour in a 60 minute C3
- Disrupting multiple lessons in a day/week
- Being removed from any exam environment for talking/unacceptable behaviour
- Bringing the school into disrepute
- Deliberate damage to school property (a contribution towards the repair will also be required).
- Physical aggression towards a member of staff
- Possession of banned/prohibited/illegal items, substances, or drug related paraphernalia\*\*
- Refusal of/misbehaviour in an external isolation
- Indecent exposure
- Physical assault on another student
- Persistent bullying
- Sexist/racist/homophobic incident or aggression
- The use of a mobile device/social media, to cause offence or harm to another student, e.g. a mobile phone being used to record an incident or posting items on social media.

\*\* If school staff suspect that a student is in possession of any banned/prohibited/illegal items or substances, it reserves the right to search a student's person or property in accordance with the Search & Confiscation Policy.

For fixed term exclusions (FTEs), students can also be sent to an alternative offsite provision based at one of the Sigma secondary schools; Colne Community College, Harwich and Dovercourt High

School, Philip Morant, Thomas Lord Audley School, St. Helena School, or Stanway School, for the period of their FTE, or part of the period of FTE, rather than be at home.

Whilst these examples may result in a FTE, they could result in a permanent exclusion, managed move to another school, or positive referral to NEECA, where circumstances deem it necessary.

### **Removal of a Student from the School**

This may be through a managed move, positive referral or where necessary, permanent exclusion. Clearly, such steps are only be taken as a last resort and when all other solutions have been tried. Where a student has a long history of poor behaviour, it is hoped that this can be addressed through a positive referral. In the case of one off serious acts shown below permanent exclusion will be the most likely outcome.

Permanent exclusions can be given for:

- Serious acts of violence.
- Theft from the school or staff.
- Possession of illegal weapon.
- Trafficking drugs.
- Gross misconduct.

In exceptional circumstances, the school may permanently exclude a student for:

- Persistent breaches of the school's Behavior for Learning policy and where allowing the student to remain in school, would seriously harm the education or the welfare of the student, or others in school.

**or:**

- Deliberately damaging the good reputation of the school.

The lists above are not exhaustive and the sanction applied will take into account the severity and frequency of the incident(s). The ultimate decision will be at the discretion of the principal or designated senior staff.

### **School Uniform**

Students should be dressed in appropriate uniform that meets the requirements of the details laid down by the school. Students who do not meet these requirements will be withdrawn from lessons until they do.

Outside garments, which are not part of school uniform, must not be worn when inside the school building under any circumstances. On entering the school premises following social times, garments must be removed straight away, this includes coats, scarves, hats and sweatshirts.

### **Use of mobile phones**

Mobile phones must be switched off and out of sight as soon as entering the site; this includes headphones. However, persistent failure to meet this expectation may result in the student not being allowed to bring their mobile phone onto the school site.

Mobile phones are the personal responsibility of a student and are brought to school entirely at their owner's own risk. The school does not accept any responsibility for the loss of these items.

Lesson time: If a mobile phone is visible during a lesson, goes off in a lesson, or if a student is perceived to be using their phone during lesson time, it will be confiscated by a member of staff and handed to the pastoral hub for safekeeping.

Any misuse of a mobile phone will result in a 60 minute C3 being issued, this can be served on the same day straight after school and the phone will be returned to the student after completion of the C3.

Social time (before school, lesson changeover, break and lunch time): If a mobile phone is visible (including head phones) a student will be given a warning to put the device and/or accessories away. Repeat offenders (as determined by the Pastoral Hub and Senior Team) will be dealt with in line with the BfL.

If a student is unable to serve the 60 minute C3 on the same evening, a parent can collect the phone via reception at the end of the school day. Students will still be required to complete the sanction the following day after school.

If a student refuses to respond to the instructions of staff and hand their phone in, a senior member of staff will collect the student and phone. This refusal will automatically result in a C4 Isolation being issued.

### **Behaviour outside the school gates**

Students may be disciplined for misbehaviour when they are:

- Taking part in any school-organised or school-related activity.
- Travelling to or from school.
- Wearing school uniform.
- In some other way identifiable as a student at the school.

Additionally, they may be disciplined by the school, whether or not the conditions above apply, if the behaviour:

- Could have repercussions for the orderly running of the school.
- Poses a threat to another student, member of staff or member of the public.
- Could adversely affect the reputation of the school.

The lists above are not exhaustive and the sanction applied will take into account the severity and frequency of the incident(s). The ultimate decision will be at the discretion of the relevant staff.

### **Smoking related materials**

Any student found in possession of smoking related materials or paraphernalia, such as; lighters, cigarettes, tobacco, e-cigarettes will have these items confiscated. Items will not be returned to students but may be collected at the discretion of parents.