

Classification:

Public

Behaviour Procedures and Routines Guidance for Parents and Students



**Bishop
Perowne**
Church of England College
Endeavour Forever

Title: Student Behaviour, Discipline and Rewards

Document Type: Policy and Procedure

Document Reference: SWC-06

Version: 2.0

Status: Approval

Approval: Full Governing Board

Endorsed: 16th July 2019

Next Review Date: July 2021

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1 GENERAL EXPECTATIONS

It is important to have high expectations for our students while recognising some children have specific needs. The following expectations cover all times of the school day and where children are representing the school out of hours or off site:

- Follow the “Bishop’s 5” – 5 Golden Rules (**Appendix 1**) to ensure that poor behaviour does not interfere with learning.
- Students should wear impeccable school uniform (see associated uniform and appearance policy for further details) and have all necessary equipment for the school day.
- Adhere to the Kingdom Values and show respect and consideration to each other regardless of difference.
- Be calm and orderly when moving around school around school - move around in a controlled manner, use appropriate language, tone and volume when speaking.
- Look after and respect your own and others property
- Only wear outdoor clothing outside school buildings.
- Only use mobile phones outside the school buildings at break and lunchtimes. No mobile phones can be used inside the school buildings at any time including before or after school (please refer to the Mobile Phone and Electronic Devices Policy for further details).
- Ensure that lessons start and end well by ensuring a silent start and end to lessons.

These expectations are reinforced through ‘rehearsal’ assemblies, tutor times and other informal interactions with students. It is everyone’s responsibility to challenge children where these expectations are not met but equally to comment positively when they are.

There are clear systems and routines that must be followed during the following times of the school day;

- Start and end of day
- Transition times between lessons – calm and orderly and punctual to lessons
- Moving to and from assemblies
- Starts and ends to lessons

2 REWARDS

The recognition of individual achievement is an important part of our culture at Bishop Perowne Church of England College. We believe that the recognition of achievement, progress and attainment is key to the growth of individual students. Furthermore, we also recognise that students should be rewarded for their contributions to wider school life and our rewards policy is based around these beliefs with a clear focus on consistency, excellence and working hard.

Staff at Bishop Perowne will informally attempt to routinely 'catch students being good' and praise effort and hard work both verbally and with 'quick notes' when students surpass expectations. However there is a more formal reward system that encourages students to strive for excellence in all aspects of school life and this is delivered in the form of the Endeavour Rewards System.

The staff at Bishop Perowne are committed to rewarding students authentically and meaningfully and we strive to be 'consistently consistent' with our application of the rewards system.

2.1 The aims of The Bishop Perowne College Rewards Policy

- A policy that engages all students.
- A clear, simple policy that staff, parents and students can understand.
- A policy that ensures consistency in the way rewards are given.
- A policy which encourages students to strive for excellence in their class work and homework.
- A policy that encourages participation in the wider life on the school.

2.2 What will be rewarded at Bishop Perowne College?

The Endeavour Rewards System

The reward system at Bishop Perowne College is designed to recognise exceptional attitude, behaviour and progress in both academic and pastoral fields. Please see **Appendix 2** for details of the criteria for rewarding students and the Learning Landmarks that students can aim to achieve.

Appendix 3 sets out the guidance that staff will follow in order to apply the reward system within everyday classroom practice.

Rewards Trips

Rewards trips will be organised at the end of each term and will be a vehicle for recognising students who have excellent attendance, dramatically improved attendance or have reached one of the highest accolades within the Endeavour Rewards System

Flashes

Flashes are awarded for students who reach the milestones as set out in the Endeavour Rewards System.

Rewards Week

Students will be recognised both formally and informally during Rewards Week which takes place once every half term. Students will be presented with Endeavour Rewards during each reward assembly and the Senior Leadership Team will celebrate success of students informally during the week.

3 SANCTIONS

At Bishop Perowne College we believe that we have the responsibility to teach our students core values and create polite and responsible members of society. The college prides itself on high expectations and attention to detail towards appearance, attendance, attitude to learning and conduct in all aspects of school life and therefore we believe that sanctions are necessary to promote and respond to inappropriate behaviour.

Our range of sanctions are clearly defined in Appendix 4 (Consequence System) and this system makes clear the distinction between sanctions applied for minor and major breaches of the behaviour policy.

Whilst sanctions are appropriate, all school staff are committed to offering appropriate support to students in an attempt to avoid sanctions. Following a C1 verbal warning all staff will attempt a scripted intervention which is a concept that ensures that all students are exposed to a calm and consistent experience of de-escalation and allows our staff to be positive when dealing with students who are exhibiting poor behaviour and not impulsive. The scripted intervention will be used by all staff except in the case of a student exhibiting a serious breach of the behaviour policy upon which it will be appropriate for a member of staff to call for a member of the senior leadership team.

3.1 Detentions

Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006). Students will be issued with detentions so that they can correct any poor behaviour they have displayed or any poor choices they have made. The following points relate to the administering of detentions at Bishop Perowne College;

- Students who receive a C2 consequence for low level or major disruptive behaviour will be required to sit a detention on the same evening for either 20 or 40 minutes depending on the offence and students who are late to school will be required to sit a 30 minute detention.
- Students will be collected for their detention by a member of pastoral staff or a senior leader. They will be escorted to the detention venue (PCS4 and PCS5) and will be required to remain in silence from the time they enter the detention room until the time the detention concludes. Students will be required to actively engage in a silent activity whilst in detention. They may read, complete homework or revise for a forthcoming assessment.
- Students who receive a detention for a homework offence will be escorted to the Fast Track Base where they will sit a supported homework detention and will have the opportunity to either complete the homework that was missed or complete any homework that is due.
- If a student does not attend the C2 detention on any given evening then they will be isolated in our isolation unit the next day and be required to repeat the detention the following evening. They will not be permitted to re-enter lessons until the detention has been served.
- Parental consent is not required for detentions. As a result, parental permission is not required to detain a student after the college day but in order to safeguard students and ensure that parents are informed, a text will be sent by 2.00pm notifying parents/carers that their child will be kept for 20,30 or 40 minutes in a C2 detention after school.
- If a student misses a scheduled detention because of a genuine absence, it will be rescheduled for the next available evening. If a student continues to miss a scheduled detention and it appears to be because the student is avoiding the sanction, the student may spend a whole day in isolation with the time needed for the detention added on to the end of their isolation day.

- Failure to behave appropriately in any detention will result in a failed detention and an isolation the next day. The student must then repeat the detention on the following evening.
- Students who truant lessons will be sanctioned with a C2 40 minute detention.

3.2 Isolations

Isolation is a planned sanction used for students who have seriously breached any of the 'Bishops 5.' or have persistently demonstrated low level or major disruptive behaviour during the course of a day. The purpose of isolation is that it is a sanction that allows students time to reflect on their poor behaviour choices and find a positive way forward so that they may be reintegrated back into lessons. The isolation room is managed by the inclusion manager whose role it is to support and encourage the recognition that students are responsible for the choices that they make and can be held accountable for them. The inclusion manager is also responsible for helping the students to reflect on their poor behaviour, consider how to repair any issues and reset them ready to return to lessons. The isolation procedures are as follows;

3.3 Missed and Failed Detentions

- Isolation begins at 8.30am each day. Students will be expected to arrive at M9 at 8.30am promptly. Parents/carers will be informed that a student is in isolation on the evening before the isolation takes place.
- Isolation ends at 3.40pm each day as a C2 40 Minute consequence automatically gets added to any serious breach of the college behaviour policy.
- If a student due to be in isolation is late, the amount of minutes that they are late will be added on to the end of their day. The start and end times of isolation is non-negotiable.
- Isolation/Internal Exclusion takes place in our Inclusion Suite. Students work in silence in booths or at a computer if the member of staff on duty feels suitable. The decision on where and how a student works is at the discretion of the Isolation room staff.

3.4 Serious Breaches or Persistent Breaches of the Behaviour Policy during the school day

- Isolation may also be used for removing students from circulation at any point in the school day to minimise any disruption to learning and for serious breaches of the college behaviour policy.
- If a student has been through the consequence system and a teacher is forced to call for a member of senior leadership team on roaming duty due to persistent disruptive behaviour then a student will be taken to isolation for the remainder of the lesson to reset and prepare to be reintegrated into their next lesson.
- If a student receives a second serious breach during a school day then they will be referred to isolation for the remainder of the school day.
- Students will be given time and support from inclusion staff to reflect on their behaviour which led to isolation being used as a sanction. Students may also be given time for 'bridge-building' with other members of the school, writing letters of apology and completing reflection work as further correction for their behaviour.
- Students will be subject to a 'zone board' behaviour management system whilst in isolation. If their behaviour deteriorates or inadequate work is completed students will move from green to amber. If they are moved to red, they will be issued with a short period of time out in order to reset and re-engage in the day. Following the time out students will begin on green. If a student moves to red for a second time then they will have failed isolation and a fixed term exclusion will be issued.
- Parents/carers will be notified if their son/daughter has been withdrawn to isolation part way through the school day by the isolation manager.

4. RULES AND ROUTINES

4.1 School Uniform

All students in Years 7 to 11 are expected to be in correct and impeccable school uniform when on the school site or engaged in activities related to school e.g. trips, unless otherwise directed by a member of staff. The expectation is that students will be self-policing over compliance with school rules on uniform, but where these standards are not met, students should expect to be challenged by school staff in tutor time or any lesson and immediately correct their uniform.

If a student is not in full uniform or is wearing incorrect uniform then they will be directed to Student Services to rectify their uniform. The options will be;

- To borrow a piece of uniform from our 'uniform store'. We hold a full stock of clean spare uniform including shoes in every size.
- Student services will call home and parents/carers will help rectify the issue.

4.2 Punctuality to School and Lessons

Good attendance and punctuality is critical to any student's success at school. If a student is late to school then they will incur a 30 minute school detention on the same evening (C2 30) and if they are late to lessons then they will incur a 20 minute school detention on the same evening (C2L).

4.3 Social Time Behaviour

At Bishop Perowne we insist on calm and orderly behaviour during social times. We rely on students being mature, thoughtful and kind to each other and to support this we have some simple rules and systems that we insist students adhere to;

- There is to be no physical play or play fighting and to ensure that this is the case we operate a 'no touch policy'. If students make contact with each other they receive one verbal warning that is logged with the Deputy Headteacher (Pastoral). A repeat offence in the same half term will result in a fixed term exclusion.
- Students may use their mobile phones at break and lunchtimes outside the school buildings with the exception of taking images or using the recording facility. Students may not use their phone at any other time including in the buildings. Please refer to the Mobile Phone and Electronic Devices Policy for further details.
- Students must use the canteen facilities appropriately and respectfully. Students must remove coats, place bags on the floor and follow the table allocation rules that exist so that students can dine in a civilised fashion. Students may not take food outside the canteen.
- Students are permitted to play ball games on the basketball court playground or the field if the weather is fine. Students may not play ball games on the East or West Playgrounds.

4.4 Strategy for Repeat Offenders – 'Stuck in the System' Students

If a student persistently breaches the school behaviour policy and does not modify their behaviour despite 'zone two intervention' then a student will be referred to the 'stuck in the system' strategy for repeat offenders.

If a student is referred to this programme a parent meeting should take place. The purpose of the meeting is to:

- establish what the current behaviour issues are
- what the schools expectations are

- discuss potential causal issues: physical, emotional, cultural, mental health etc

A Pastoral Support Plan will then be put in place involving one or more of the options below

- Inclusion Programmes
- Well Aware Referral
- Bespoke 1 hour detention programme for repeat offenders
- Friday Walk Programme
- SEND referral/intervention
- Counselling support
- External agency support
- Amended curriculum offer
- Alternative curriculum offer
- Other

4.5 Red Lines

There are some breaches of the behaviour policy that are by definition more serious than others and would constitute an offence where students, or staff have been made to feel threatened or intimidated. Bishop Perowne CE College therefore publish the 'red line' offences that will almost always result in a fixed term exclusion if they are committed. They are;

- Physical Assault against a student or adult or intent to harm a student or adult.
- Verbal abuse directed at a student or adult
- Physical damage to school property or an intent to damage property.

4.6 Year 11 adjustments to the published behaviour routines

Although Year 11's are subject to the same rules and expectations to other students, the college reserve the right to adjust the behaviour sanctions and consequences to allow students to access examination preparation support. Further details of adjustments are available on request.

5. APPENDIX 1 – THE BISHOP’S 5 GOLDEN RULES



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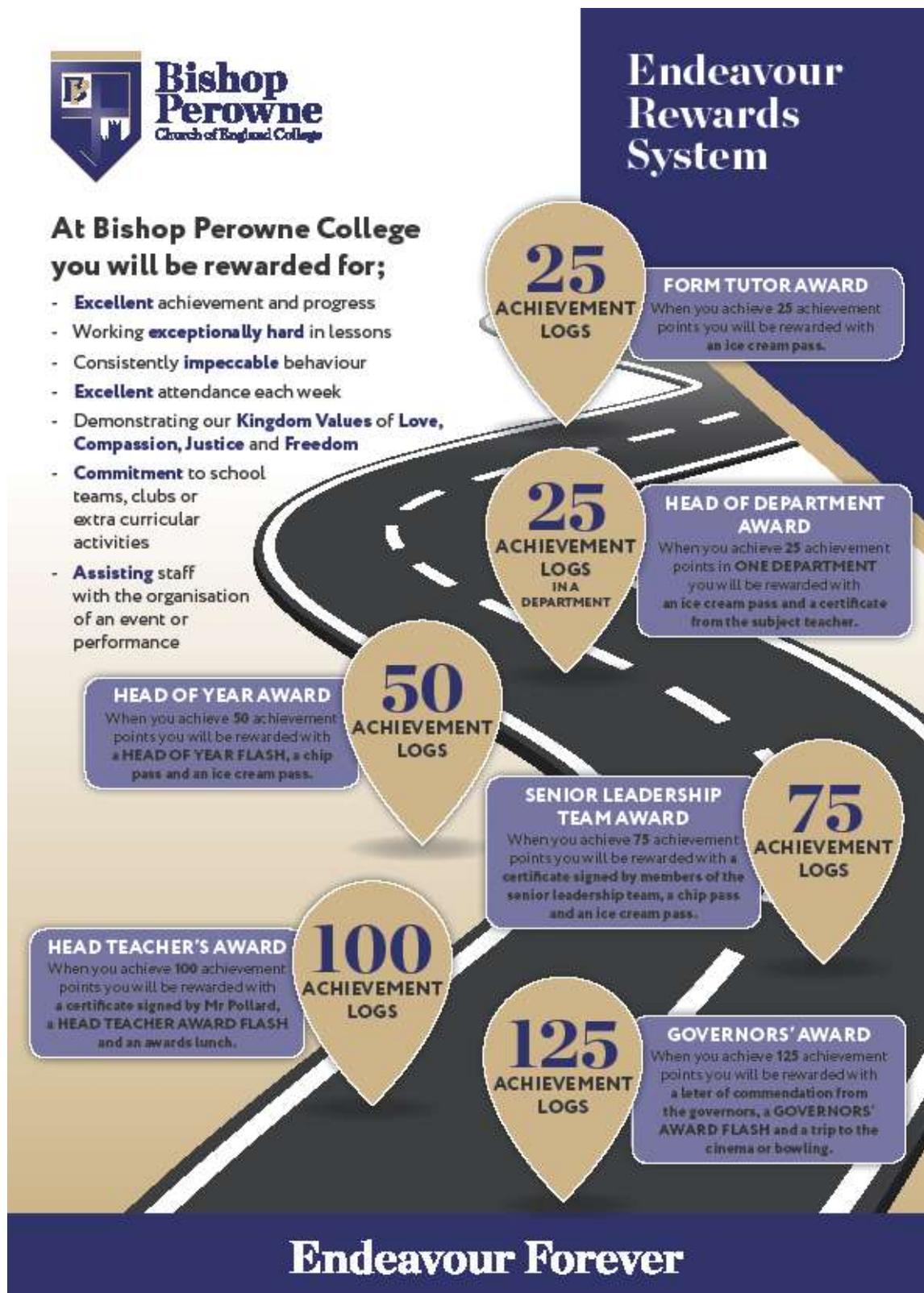
**The Bishop's
5**

The Bishop's 5 are our basic expectations and classroom rules that should be followed in every lesson.

- 1** Follow any instruction given by an adult without hesitation
- 2** Arrive at the lesson with the correct equipment
- 3** Respect each other - be kind, considerate, mature and thoughtful at all times
- 4** Remain silent at the beginning of the lesson AND when being dismissed
- 5** Ensure your behaviour allows effective learning for all

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6. APPENDIX 2 – THE ENDEAVOUR REWARDS SYSTEM



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Endeavour Rewards System

At Bishop Perowne College you will be rewarded for;

- **Excellent** achievement and progress
- Working **exceptionally hard** in lessons
- Consistently **impeccable** behaviour
- **Excellent** attendance each week
- Demonstrating our **Kingdom Values of Love, Compassion, Justice and Freedom**
- **Commitment** to school teams, clubs or extra curricular activities
- **Assisting** staff with the organisation of an event or performance

25 ACHIEVEMENT LOGS

FORM TUTOR AWARD
When you achieve 25 achievement points you will be rewarded with an ice cream pass.

25 ACHIEVEMENT LOGS IN A DEPARTMENT

HEAD OF DEPARTMENT AWARD
When you achieve 25 achievement points in **ONE DEPARTMENT** you will be rewarded with an ice cream pass and a certificate from the subject teacher.

50 ACHIEVEMENT LOGS

HEAD OF YEAR AWARD
When you achieve 50 achievement points you will be rewarded with a **HEAD OF YEAR FLASH**, a chip pass and an ice cream pass.

75 ACHIEVEMENT LOGS

SENIOR LEADERSHIP TEAM AWARD
When you achieve 75 achievement points you will be rewarded with a certificate signed by members of the senior leadership team, a chip pass and an ice cream pass.

100 ACHIEVEMENT LOGS

HEAD TEACHER'S AWARD
When you achieve 100 achievement points you will be rewarded with a certificate signed by Mr Pollard, a **HEAD TEACHER AWARD FLASH** and an awards lunch.

125 ACHIEVEMENT LOGS

GOVERNORS' AWARD
When you achieve 125 achievement points you will be rewarded with a letter of commendation from the governors, a **GOVERNORS' AWARD FLASH** and a trip to the cinema or bowling.

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7. APPENDIX 3 - ENDEAVOUR REWARDS SYSTEM TARIFF AND GUIDELINES FOR STAFF

Reason for Reward	Student gain this reward for ...	Reward Tariff	Who should enter?	How often?
Excellent Achievement and /or Progress	Exceeding Target	5 Achievement Logs	Teaching Staff	Following key assessment
	Meeting Target	3 Achievement Logs	Teaching Staff	Following key assessment
Working exceptionally hard in lessons	Exceptional Presentation	2 Achievement Logs	All Staff	Staff discretion
	Leading Learning	1 Achievement Log	All Staff	Staff discretion
	Completing a challenging task	1 Achievement Log	All Staff	Staff discretion
	Exceptional Effort	1 Achievement Log	All Staff	Staff discretion
Consistently excellent behaviour	Excellent conduct over a period of time	5 Achievement Logs	Head of Year	Once a half term
Excellent Attendance	100% Attendance in a week	1 Achievement Log	Head of Year	Once a week
	>96% Attendance in a half term	5 Achievement Logs	Head of Year	Once a half term
Students who have demonstrated one of our Kingdom Values of Love, Compassion, Justice and Freedom	a member of staff evidencing that a student deserves this recognition.	2 Achievement Logs	All Staff	Staff discretion
Commitment to a school club, team or extracurricular activity.	a significant commitment to an extracurricular activity	3 Achievement Logs	All Staff	Staff discretion
Assisting staff with the organisation of an event or performance.	a member of staff evidencing that a student deserves this recognition.	3 Achievement Logs	All Staff	Staff discretion

8. APPENDIX 4 – THE SCHOOL CONSEQUENCE SYSTEM



Consequence System

Consequence	Given for:
<p>C1 Warning</p>	<ul style="list-style-type: none"> - Uniform offence e.g. shirt un-tucked - Talking over a teacher - Actively disturbing others - Chewing - Talking during start/end of lesson - Failure to bring basic equipment - First homework offence
<p>C2 Low Level Disruption (20 minute detention)</p>	<ul style="list-style-type: none"> - Persistent uniform and equipment offences - Continued talking over a teacher - Continually actively disturbing others - Chewing after asked to remove - Late to lesson - Persistently disrupting the start/end of lesson - Negative bystander bullying behaviour - Persistent homework offences - Any other low level disruptive behaviour
<p>C2 Major Disruption (40 minute detention)</p>	<ul style="list-style-type: none"> - Persistently late to lesson - Swearing in school - Open defiance/refusal to follow a reasonable instruction - Bullying behaviour - Use of derogatory language - Use of a mobile phone in a lesson - Any other major disruptive behaviour
<p>Serious Breach of the Behaviour Policy (Isolation, Internal Exclusion, FTEEx, PEx)</p>	<ul style="list-style-type: none"> - Truancy - Missing a piece of uniform - Racist conduct - Sexual misconduct - Physical assault on a pupil - Persistent bullying - Threatening/abusive behaviour - Drug/alcohol related - Persistent C2 behaviours during the course of a lesson or day - Any other serious offence

C2 detentions will run EVERY evening. You will serve your detention on the SAME DAY. Failure to attend the detention will result in INTERNAL EXCLUSION the next day. You WILL NOT be allowed back in lessons until the detention is served.

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