

Dame Elizabeth Cadbury School

BEHAVIOUR POLICY

Implementation date:	January 2021		
Last review date:	January 2021		
Next Review date:	September 2022		
Date	Version	Reason for change	Source
29.01.2021	V1.1	Updates	W. Ali (Deputy Headteacher)

1.1 BEHAVIOUR POLICY

- 1.1 Dame Elizabeth Cadbury School aims to provide the highest quality education, maintaining a disciplined, caring environment in which **teachers can teach and pupils can learn**. Our Behaviour Policy rests on a set of shared values:
- The right of all members of the school and wider community to be treated with dignity and respect
 - The right of all members of the school and wider community to work in a clean, well- resourced and well-cared for physical environment
 - The right of all members of the school and wider community to be safe and secure at all times from any threat to their personal well-being
- 1.2 The most important principle of our Behaviour Policy is that we should all treat each other, as we ourselves would wish to be treated. We encourage respect for everyone as an individual, making sure our words and actions do not cause inconvenience or offence to anyone. Dame Elizabeth Cadbury School's Home School Agreement encompasses our shared values and is signed by parents, pupils and school (Appendix A).
- 1.3 On admission to the school, all parents and pupils sign the school's Home-School Agreement (Appendix A) and agree to support the school in this regard. In order to safeguard their own rights and the rights of others, it is necessary for all members of the school community to accept a number of responsibilities.

2. Code of Behaviour/Conduct

- 2.1 The school's Behaviour Policy sets out to clarify the responsibilities, which are shared by everyone involved in the community of Dame Elizabeth Cadbury School. The policy relates specifically to the following areas of school life and pupil behaviour in the wider community:
- Respect for others, through good manners, acceptance of differences, and the ability to work cooperatively with and alongside other pupils and staff and in the local community
 - Respect for property, the school and the wider community, through care for the environment, personal possessions and school equipment
 - Honesty and fairness in relationships with pupils and staff, and contributions to the community
 - Pupils take responsibility for their own learning, progress and behaviour
 - Pupils behave in a manner which allows other pupils to enjoy their learning experiences
 - Excellent attendance and punctuality
 - Pride in appearance and personal hygiene
 - Compliance with the school in terms of uniform, appearance and expectations (please refer to the school's website)
 - Good personal organisation
 - Effort and commitment towards academic achievement, and constructive participation in all aspects of school life
 - Effort and commitment towards the development of positive social and working relationships with staff and pupils in school, and in the community
- 2.2 In summary, the school Behaviour Policy aims to:
- Promote self-discipline and proper regard for authority; encourage good behaviour and respect for others
 - Help pupils develop confidence in their skills and abilities; foster in pupils the

organisational skills they will need in order to apply their abilities effectively in supporting their lifelong learning

- Encourage pupils to work hard, and show effort and persistence with work which is difficult
- Develop pupils' social and interpersonal skills, and enable them to get along well with their peers and with adults
- Safeguard each pupil's happiness and emotional and physical well-being, and ensure the highest standards of personal achievement for all

2.3 In line with the school's Behaviour Policy, pupils may be disciplined for:

Any misbehaviour when a child is:

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

2.4 Misbehaviour at any time, whether or not the conditions above apply that:

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

3. Persistent Disruptive Behaviour

Persistent disruptive behaviour that impacts upon the learning of other pupils at Dame Elizabeth Cadbury will not be tolerated and may result in permanent exclusion.

4. Isolations and Exclusions

4.1 Dame Elizabeth Cadbury School follows the DfE guidance on exclusions

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921405/20170831_Exclusion_Stat_guidance_Web_version.pdf

Exclusion from Maintained Schools, Academies and Pupil Referral Units in England' (September 2017).

4.2 The Headteacher alone has the right to exclude a pupil.

4.3 Dame Elizabeth Cadbury School will endeavour to put support strategies in place to ensure that a pupil is not in danger of being permanently excluded.

4.4 Through consultation with teaching and support staff, the pastoral team will implement targeted intervention for pupils. This is to support pupils who may be identified as having specific behavioural difficulties; this may include time spent in the Believe Centre or referral to other external agencies.

4.5 Exclusions and isolations are used:

- As a sanction for inappropriate behaviour
- To remove a child from school to protect other children/staff
- To ensure learning continues for other pupils
- To reinforce the high standards of the school
- To improve a pupil's behaviour

4.6 Exclusion is a serious sanction and should have a salutary effect on other pupils as well as the offender. An alternative to exclusion is an isolation, where pupils are placed in the school's isolation room. Wherever appropriate, external agencies may be involved to support a pupil. Pupils are expected to serve their full time in the isolation room successfully. School will implement strategies to support a child's return to lessons

following their time in isolation. This may include; mediation, Believe Centre courses, school counsellor, report card, reflective work or impositions. (This list is not exhaustive)

4.7 Exclusion from school is most effective when:

- Pupils are excluded to work at home (work will be provided)
- Parents support the exclusion with sanctions at home, for example with withdrawal of privileges, grounding during the exclusion period. Parents are also expected to ensure that their child is not in a public place during school hours as this may incur a penalty notice from the Local Authority.

4.8 It is not always possible to follow a range of sanctions. Serious situations, albeit a first time offence for a pupil, could result in a permanent exclusion.

4.9 As stated in the September 2017 Exclusion Guidance (page 57), "Schools have the power to send a pupil to another education provider at a different location to improve their behaviour without parents having to agree". This strategy may be employed by the Headteacher in order to modify a pupil's behaviour.

5. Managed Moves

5.1 Pupils who continue to experience behavioural issues, despite a range of interventions and pastoral support strategies being implemented, may be taken to a meeting to arrange a 'managed move'. This process involves working with parents, however please be aware that "Schools have the power to send a pupil to another education provider at a different location to improve their behaviour without parents having to agree" as stated in paragraph 4.9. Managed moves will be considered under the following circumstances:

- A pupil persistently fails to follow the school's Behaviour Policy despite the tiered intervention/ support that has been put into place
- A pupil is involved in a serious breach of the school rules and their actions have put the safety of staff and/or other pupils at risk
- A pupil has reached multiple fixed-term exclusions and/or isolations
- A pupil who is at risk of permanent exclusion

6. Allegations about a Member of Staff

6.1 Any allegation that a pupil may make about a member of staff is considered most serious and the investigation into such situations would be conducted by Leadership. If through investigation it is found that a pupil has made a malicious allegation about his/her teacher the following action will be taken:

- A fixed term exclusion for the pupil will be imposed.
- The pupil may be removed from the teacher's lessons to work with another member of staff. This decision will be made with the member of staff concerned.
- Staff will be reminded of procedures to keep themselves safe and not be alone in the company of or have conversations with the pupil on their own.
- If the pupil makes a second malicious allegation against a member of staff, permanent exclusion will be considered.

7. Permanent Exclusion

7.1 A permanent exclusion of a pupil may be considered:

- In response to a serious breach or persistent breaches of the school's Behaviour Policy;
or

- Where allowing a pupil to remain in the school would seriously harm the education or welfare of the pupil or others in school.

8. Searching Screening and Confiscation

- 8.1 Dame Elizabeth Cadbury School uses the following document for advice: 'Searching, Screening and Confiscation, January 2018' by the Department for Education:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf
- 8.2 Dame Elizabeth Cadbury will not tolerate any dangerous items brought onto school site. If it is deemed that items threaten the safety or well-being of any member of the school or wider community these items will be confiscated and the police may be involved.
- 8.3 Any found item(s) will be handed over to the police and the Permanent Exclusion of the pupil will be considered.
- 8.4 Legislation allows Dame Elizabeth Cadbury School Leadership to search pupils without consent if it is believed that a pupil has brought into school any prohibited item(s). Prohibited items could include such things as; weapons, knives, alcohol, illegal drugs, stolen items. **The list is not exhaustive.**
- 8.5 Our ability to discipline pupils and maintain an orderly and safe environment in school can, on occasion, rely on the confiscation of items from pupils. Any item that is confiscated is placed in a 'Quarantined Property Envelope' and placed in the school safe. Parents are contacted about such item(s) and depending on the circumstances of the confiscation, an arrangement may be made for the pupils to either take the item home at the end of the school day, or for parents to collect the item(s) from school reception. If a confiscated item is not collected within 4 weeks, the items may be disposed of. **Any prohibited items that are confiscated may be disposed of at the school's discretion.**

9. Mobile Phones

- 9.1 Please see our Mobile Phone Policy.
- 9.2 At Dame Elizabeth Cadbury School **Mobile Phones must be switched off and never seen.** If a pupil is seen with a mobile phone in school, it will be confiscated. Legislation allows Dame Elizabeth Cadbury Leadership to search the contents of a mobile phone, brought into school by a pupil, without parental consent, if consent is given by the pupil. Please refer to pages 3 and 4 of 'Searching, Screening and Confiscation, January 2018' by the Department for Education. If parents are not happy with any actions taken, they should refer to the school's complaints procedure, which can be found on the school website.

10. Drugs

- 10.1 Drugs are any substances, which cause chemical and other changes to the mind and body. Legal drugs include medicines, alcohol and tobacco. Illegal drugs are classed under the Misuse of Drugs Act 1971 including Class A, B and C Drugs.
- 10.2 It **MUST** be noted that any pupil bringing illegal drugs on site, or anything suspected to be drugs, will be in danger of being permanently excluded. The school will automatically contact the police in any drugs related incident.
- 10.3 A referral will be made to Children's Services if a child is suspected of taking drugs.
- 10.4 Parents will be contacted on the same day in any drugs related incident where practicable and safeguarding procedures will be invoked in drug related incidents where

a child is at risk.

- 10.5 Any member of staff concerned about a pupil and drugs misuse will make contact with the child's Head of House or Leadership
- 10.6 **Should a pupil be found on the school site under the influence of drugs or alcohol, the school will contact parents immediately and may contact Children's Services. Parents will be expected to collect their child immediately. The school will reserve the right to inform the Police and consider a permanent exclusion.**

11. Prescribed Medication

Medicines which are prescribed by doctors for illnesses are to be handed into reception if they are brought into school, no child should carry any drugs on their person in school.

12. Drugs education takes place in:

- Key Stage 3, 4 and 5 PSHE.
- Science, where pupils consider biological information and health and safety issues.
- English, where drugs issues arise in text.
- Religious Education and other areas of the school curriculum where moral issues surrounding drugs are discussed.

(This list is not exhaustive)

Dame Elizabeth Cadbury School



Behaviour and Referrals

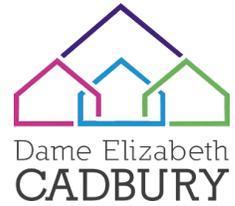
The school has the right to issue disciplinary sanctions such as detentions, isolation, fixed term exclusions without parental consent. This is in accordance to guidelines taken from the 'Department of Education' on behaviour in schools. Whilst we are not required to give parental notice for 1-hour detentions, we aim to do so whenever possible to support working in partnership with parents. The senior leadership team reserve the right to issue an extended detention sanction to be completed on the same day where a child's behaviour warrants immediate sanction.

	Definition:	Sanction:
Late to lesson	<ul style="list-style-type: none"> Being late to lesson by 3 minutes will initiate a consequence unless accompanied by a note authorised by a member of staff. Repeated instances of lateness will be followed up through daily and weekly reporting by the form tutor and a punctuality report. This may then result in a referral to the pastoral team if punctuality does not improve at which point the consequence ladder will begin. 	<p>20-minute detention with a member of Senior staff in the Hall on the same day.</p> <p>Failure to attend will result in a step consequence being issued.</p>
Disruption to learning Not following teacher instructions	<p>Issued when either:</p> <ul style="list-style-type: none"> A pupil has failed to follow an instruction A pupil has displayed unacceptable behaviour 	<p>20-minute detention with a member of Senior staff in the Hall on the same day.</p> <p>Failure to attend will result in a step consequence being issued.</p>
Severe act of poor behaviour Repeat disruption to learning Repeat not following teacher instruction	<p>Issued when either:</p> <ul style="list-style-type: none"> A pupil has failed to address the behaviours for which they were given an initial 20-minute detention for A pupil's behaviour has fallen significantly below DEC expectations. 	<p>60-minute detention with a member of Senior staff in the Hall. Notice will be given whenever possible.</p> <p>Failure to attend will result in a step consequence being issued.</p>
Lack of effort/ No Homework Referral to progress club	<p>Issued when either:</p> <ul style="list-style-type: none"> A pupil has failed to complete the set work A pupil has not completed work to the best of their ability Presentation is unacceptable A pupil has failed to hand in a piece of homework on time and they have not agreed an extension with the teacher. 	<p>20-minute catch up session with the teacher to be completed the same day unless scheduled and agreed for a later date by the teacher.</p> <p>Failure to attend will initiate a Head of House referral.</p>
Repeat Lack of effort Referral to progress club	<p>Issued when:</p> <ul style="list-style-type: none"> A pupil has continued to fail in completing the set work A pupil has repeatedly not completed work to the best of their ability and the presentation is therefore unacceptable. 	<p>60-minute catch up session with the teacher to be completed with sufficient notice given to the pupil.</p> <p>Failure to attend will initiate a Head of House referral.</p>
Missed Detention Referral to Head of House	<p>Issued when:</p> <ul style="list-style-type: none"> A pupil has failed to attend a detention after the negative has been issued as well as it being recorded in their planner. 	<p>Head of House will issue a step consequence.</p> <p>Head of House will issue appropriate escalation for repeat offences.</p>

ONCE A REFERRAL IS MADE TO THE PASTORAL TEAM (20 Step Consequence Ladder)

- Step 1 Formal warning issued by HEAD OF HOUSE or SENIOR MEMBER OF STAFF
- Step 2 Loss of unstructured time (break and Lunch on the stage) x 3 days
- Step 3 Loss of unstructured time (break and Lunch on the stage) x 5 days
- Step 4 1 hour of community service
- Step 5 3 hours of community service (completed over 3 days)
- Step 6 5 hours of community service (completed over 5 days)
- Step 7 1 day internal exclusion (isolation)
- Step 8 2 days internal exclusion (isolation)
- Step 9 2 days internal exclusion (isolation) and 2 hours of community service
- Step 10 3 days internal exclusion (isolation)
- Step 11 3 days internal exclusion (isolation) and 3 hours of community service
- Step 12 4 days internal exclusion (isolation)
- Step 13 4 days internal exclusion (isolation) and 4 hours of community service
- Step 14 5 days internal exclusion (isolation)
- Step 15 5 days internal exclusion (isolation) and 5 hours of community service
- Step 16 1-day external fixed term exclusion
- Step 17 1-day external fixed term exclusion + 3 days internal exclusion (isolation)
- Step 18 2-days external fixed term exclusion
- Step 19 3-5 days external fixed term exclusion (pending review of file and/ or further investigation)
- Step 20 Managed Move/Alternative Provision - Permanent Exclusion

HOME SCHOOL AGREEMENT POLICY



Parents/Carers will:

- Ensure regular and punctual attendance at school as required by Law;
 - Notify school of reasons for any absence;
 - Support the School's policies and guidelines for behaviour and uniform;
 - Support in homework and other opportunities for learning at home;
 - Request from the Headteacher, in writing, permission for a planned absence from school;
 - Attend Parents' Evenings to discuss progress;
 - Take an active interest in the child's life at school;
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The pupil will:

- Attend school regularly at all times;
 - Wear school uniform and be tidy in appearance;
 - Complete classwork and homework to the best of personal ability and hand it to teachers on time;
 - Be polite, helpful and respect others by following the School's Expectations as outlined in the School Planner;
 - Keep the school free from litter and graffiti;
 - Accept appropriate sanctions where applicable;
 - Talk to Form Tutors/Pastoral Staff or parents/carers if there is a problem at school;
 - Use School Planner to record all homework; show Planner to parents/carer weekly and get it signed.
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Name of Pupil _____

Signed on behalf of the Governors and Staff by:-

Mr M Dunn
Headteacher

Signed _____ Parent/Carer

_____ Pupil

At Dame Elizabeth Cadbury School the Governors and staff will endeavour to:-

1. Work in partnership with pupils and parents in aspiring to the highest standards of achievement in all areas.
 2. Foster a sense of community within which all parties feel valued and individual contributions are recognised.
 3. Promote individual and collective responsibility.
 4. Actively promote: the inclusion of all abilities; gender equality; good race relations.
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In support of these principles Dame Elizabeth Cadbury School will:-

- Maintain a welcoming, safe and stimulating environment,
- Care for your child's safety and happiness and foster an approach of mutual respect;
- Provide a broad and balanced curriculum and meet the needs of your child;
- Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility;
- Contact you if there is a problem with attendance, punctuality or behaviour and involve external agencies where necessary.
- Organise Parents' Evenings to discuss individual progress;
- Share with you your child's successes and achievements;
- Provide academic reports over the school year indicating levels of pupil achievement in all areas of study;
- Keep you informed about school activities and special events in regular Newsletters;
- Set, mark and monitor the completion of homework