

SPALDING HIGH SCHOOL BEHAVIOUR FOR LEARNING 2017 Years 7 - 11

At Spalding High School we expect all students to:

- **Arrive promptly** with all books and equipment
- Focus quickly, show initiative and get **actively involved** in learning
- Demonstrate **excellent** behaviour and concentration, and usually persevere
- **Seek advice** about areas of uncertainty and respond positively to feedback
- Meet deadlines and generally **produce work to her/his highest standard**, with some evidence of taking responsibility for her/his own learning
- Have a good attitude to learning with involvement in class or group activities, while often collaborating effectively with others.

REWARDS

| | |
|--|--|
| <p>Praise Verbal and written feedback, encouragement, compliments and praise</p> | <p>When received As frequently as possible</p> |
| <p>Excellents Awarded by subject staff in line with department policy, by form tutors or support staff</p> | <p>Students record excellents in school planners (Y7-9) or on SIMS (Y10&11) and work towards Bronze (15 excellents), Silver (30), Gold (50) and Platinum (75) awards which are presented at termly achievement assemblies</p> <p>Excellent totals for forms contribute to house points</p> |
| <p>Achievement certificates Awarded by subject staff in line with department policy</p> | <p>Presented at the termly achievement assemblies and recorded on SIMS InTouch to generate a letter home</p> |
| <p>Congratulatory letters home</p> | <p>Following presentations at Achievement Assemblies or in recognition of something 'special' to share with parents/carers</p> |
| <p>Community Award Staff may nominate, on a slip (available in staffroom) a student or group of students who have given commitment to school or the community in some way, e.g. charity work</p> | <p>Presented at the termly achievement assemblies</p> |
| <p>Certificates of Merit A meeting is held in July to decide which students will receive these. They may be awarded for Academic achievement, Effort and Progress, Contribution to school life, Sport, Music and Drama</p> | <p>Students receive these awards at the relevant Prize Giving</p> |
| <p>Academic Prizes A form prize is awarded each year for overall academic achievement, accompanied by positive effort and attitude</p> | <p>Awarded at Prizegiving</p> |
| <p>Special Prizes Form Tutors' prize is awarded for overall progress, outstanding contribution to the form, excellent leadership skills, or it might be awarded to the pupil who can always be relied upon no matter what. Subject prizes and other special awards are also decided by relevant staff in preparation for Prize Giving</p> | <p>Awarded at Prizegiving</p> |
| <p>Positions of responsibility within the Form and School Form Captain and Deputy, School Council Reps, Sports Captain and Music Captain</p> | <p>Elected by forms. Form Captain and Deputy – three times a year (every big term). School Council, Sport and Music –annually.</p> |

SUPPORT

| | |
|---|--|
| <p>Subject/Pastoral Concerns Forms</p> <p>Concerns forms are used as an information system to alert HODs, Form Tutors and HOYs/Senior Staff of issues, incidents or concerns. Subject staff should take initial responsibility/action for subject related issues, Form Tutors for pastoral related issues.</p> <p>Forms should be passed to the form tutor in the case of pastoral concerns and the Head of Department in the case of subject related concerns.</p> <p>Action taken must be recorded and the outcome noted on the form.</p> <p>The form should be passed along the chain as indicated on the top of the form.</p> <p>T. Earl will record the detail of sanctions imposed on SIMS and return the form to the relevant HOY for filing in pastoral offices.</p> | |
| <p>Subject clinics/interventions</p> <p>All subjects run a weekly support session/clinic many on a 'drop in' basis. Pupils may be directed to attend a clinic for support in a particular area</p> | <p>Additional information</p> <p>Timetable of subject clinics to be published at the start of the year</p> <p>Failure to attend a clinic when directed to do so by a member of staff may result in a sanction</p> |
| <p>Contacting parents/carers</p> <p>HODs/HOYs may contact parents/carers to discuss issues arising from concerns forms or termly monitoring data. Subject staff and Form Tutors may also contact parents directly following discussion with HOD or HOY</p> | <p>Any parental contact should be recorded on the concerns form or directly onto the pupils' linked documents on SIMS</p> |
| <p>Progress concerns card</p> <p>This is designed for those pupils whose progress over several subjects has been unsatisfactory and who have not responded to intervention from subject teachers, HODs and Form Tutors. It is operated initially by the HOY and escalated to more senior pastoral staff if necessary</p> <p>Targets are agreed and set with pupils. Comments should be obtained in all subject lessons each day and an effort grade O to I should be awarded. Pupils see HOY at an agreed time every day to check progress</p> <p>HODs may set up a tracking card to monitor progress in an individual subject. The procedure is the same as for the progress concerns card</p> | <p>Parents notified of its initiation</p> <p>Town leave not allowed for pupils on Progress concerns card</p> |
| <p>Pastoral support Plan</p> <p>A longer term support plan that is used when pupil progress is being significantly affected by factors such as behaviour, home circumstances or health and well-being. It is initiated by the HOY and set up in consultation with parents. Regular reviews are held to monitor progress and the impact of targets set and to adjust targets if necessary</p> <p>Additional support:</p> <p>Pupils may be referred to the school's SEND team for assessment or to our independent careers advisor</p> <p>Early Help assessments may be completed as required and the School will work with outside agencies via the TAC process to help support the pupil</p> | <p>Parents/carers involved in initial and subsequent face to face meetings</p> <p>Often two members of pastoral staff involved in the initial and subsequent meetings</p> <p>Referrals may also be made to the LCC Behavioural Outreach Service if necessary</p> |

SANCTIONS

In most cases pupils should be given a verbal reprimand/reminder first and then the opportunity to correct the issue. Failure to respond to a verbal reprimand/reminder may then result in a sanction.

School Detentions and the Law

This is an extract from the letter to parents when notifying them of a detention.

Detentions are a sign that your behaviour or attitude is not acceptable; you should not be receiving detentions.

If you are given a detention it is compulsory and not negotiable with you or with your parents; the detention will take place regardless of whether you or your parents agree to it. A slip is sent home to inform your parents of the detention and their signature is simply to confirm they have received notification.

Failure to attend a detention will result in a further sanction followed by completion of the original detention.

Spalding High School detentions:

Departmental detention - Lunchtime on a day specified by the HOD (reasons for receiving could include late, incomplete or unsatisfactory work or poor behaviour in class)

Pastoral detention - Tuesday lunchtime 1.00 – 1.30pm (reasons for receiving could include lunchtime behaviour, failure to adhere to rules about mobile phones, failure to wear the correct uniform)

Senior Staff detention - Monday afterschool 3.45 – 5.00pm (reasons for receiving could include a more serious academic or pastoral incident or persistent failure to complete work/adhere to school rules)

Headmistress' detention - Afterschool 3.45 – 5.15pm at a time arranged by the Headmistress

Detentions should take precedence over clubs and activities, at lunchtime or afterschool

Additional sanctions could include:

Extra work or repeating unsatisfactory work

Cancelling town leave/loss of lunchtime privileges/loss of break time

Contact with parents/carers

Being placed on a progress concerns card/tracking card for behaviour

Loss of positions of responsibility/loss of opportunity to represent the School or to participate in School trips

Working with HOD in another class

Isolation (internal exclusion)

Fixed term exclusion (at Headmistress' discretion)

| Academic Issues Failure to complete or hand in work or to bring equipment <ul style="list-style-type: none"> a) Late/incomplete/unsatisfactory work to be marked as such and work should not receive an excellent. b) Late/incomplete/unsatisfactory work can result in a subject concerns slip and should be accompanied by a departmental sanction/detention. Could involve HOD contacting home. c) Subject concerns slips should be passed to the HOD in the first instance and then to form tutors with a record of the action taken d) Persistent failure to complete or hand in work (or for failure to meet a significant deadline) should be recorded on a subject concerns slip with a record of action taken by subject teacher and HOD and the recommendation for the pupil to be placed in a Senior Staff detention. This should be discussed with JBL/JA and if detention is given a slip must be completed detailing work set. | Additional information Subject teacher to record in pupil's exercise book. Notification of a departmental detention to be recorded on the subject concerns slip. This will then be recorded on the pupils' behaviour log on SIMS and notification will be sent home via SIMS InTouch. JA (main school) and JBL (senior school) to place pupil in senior staff detention (Monday 3.45 – 5.00pm) with a letter home. This may be escalated to a Headmistress' afterschool detention if appropriate. |
|--|---|
| Disruption to lessons It is the responsibility of subject teachers/cover staff to maintain order in their classroom to ensure that learning for all can take place. If disruption to learning occurs the subject teacher should take action first followed by referral to the HOD if there is not an improvement. Pupils may be sent into another class by arrangement with HOD For serious disruption which needs immediate action, an urgent SIMS message should be sent to reception staff and the Attendance officer to alert them. Senior staff will be contacted to remove the pupil from the lesson. Pupils may then be placed in isolation outside of the Headmistress' office pending further investigation | Subject teacher/cover supervisor to record incident and action taken on concerns form. Form to be passed to HOD for further comment/action Pastoral staff to be involved in persistent problems over several subjects If pupil is placed in isolation a message will be sent to teachers for work which should be sent to the School office. (Usually coordinated by the Attendance Officer) A subject concerns form should be completed after the lesson which should be passed to the HOD |
| Lateness to lessons/School All subject teachers/cover supervisors must take a register and lateness can then be recorded on SIMS. | For repeated patterns of lateness without a good reason, pupils should be required to make up the time missed which may be via a Departmental or Pastoral detention |

Other Behavioural Issues

| | |
|---|--|
| <p>Rudeness to Staff/Defiance of Staff/Overheard swearing Staff to complete a concerns form and record action taken</p> <p>If immediate action needed, urgent SIMS message to be sent to reception staff to contact relevant HOY or senior member of staff</p> | <p>Additional information</p> <p>Matter to be investigated/statements collected and appropriate sanction put in place by HOD/ HOY or senior staff</p> |
| <p>Swearing directly at a member of staff Urgent SIMS message to be sent to reception to contact senior member of staff to remove the pupil</p> | <p>Matter to be investigated and appropriate sanction to be put in place</p> |
| <p>Bullying Refer to the School's Anti-Bullying policy, students should be encouraged to report incidents so that they can be investigated</p> | |
| <p>Truancy All staff must take a register every lesson. Any suspected truancy must be reported to the Attendance Officer who will investigate.</p> | <p>The Attendance Officer will mark any truancy as an unauthorised absence in the register. Parents should be informed by the Attendance Officer or a member of the Pastoral Team</p> |
| <p>Behaviour on the buses Any incident reported should be dealt with by the Form Tutor, HOY or member of the Senior Team.</p> <p>Pupils should be mindful that their conduct on the bus reflects upon the School</p> | <p>Pupils will be spoken to and the matter investigated. Parents may be contacted. Other schools/bus companies may be contacted as appropriate. A letter may be sent to parents and ultimately the pupil may not be permitted to travel on the bus. School based sanctions may also be actioned such as Pastoral or Senior Staff detention</p> |
| <p>Smoking Incidents of pupils seen smoking whilst wearing school uniform outside school should be reported to the HOY.</p> <p>Smoking on the school premises is prohibited and will be regarded as a serious breach of discipline. No smoking related items should be in a students' possession whilst in school</p> | <p>Parents will be contacted, town leave will be cancelled and a Senior Staff detention given.</p> <p>This is a serious breach to the School code of conduct and will be reflected in the sanctions given</p> |
| <p>Drugs/Alcohol Any suspicion or information that would suggest a student is involved in an alcohol or drugs related incident should be reported to the appropriate HOY and Headmistress immediately. Specific protocols are in place for dealing with alcohol and drugs related incidents in school and these will be followed</p> | <p>Any drugs or alcohol related incident is a serious breach to the school code of conduct and sanctions will reflect this</p> |
| <p>Theft Any suspicion of theft should be reported to the HOY for initial investigation</p> | <p>Theft will be fully investigated and then referred to a member of the Senior Team or the Headmistress.</p> |
| <p>Misuse of property/chewing gum Subject staff to take action over writing on desks More serious incidents should be reported to HOD/HOY</p> | <p>Pupils may be asked to complete School based community service such as cleaning desks, picking up litter. Parents may be asked to pay for damage e.g. to textbooks</p> |

| | |
|--|---|
| <p>Lunchtimes Lunchtime supervisors tour the site and be on duty in the canteen and hall. A member of the SLT will be on duty every day and will complete a tour of the site at lunchtime.</p> <p>Years 7 and 8 Pupils are not permitted to eat their lunch in the classrooms. They may use the tables in the Hall, the canteen or the benches outside</p> <p>Years 9 – 11 Pupils are permitted to eat their packed lunches or food from the canteen in their form rooms. If eating in the classroom, students must be sat at desks and must behave sensibly. All rubbish should be placed in bins provided and the classroom should be left clean and tidy for lessons. This is a privilege and will be withdrawn if pupils abuse it</p> <p>No pupils should be eating food whilst walking from the canteen to their form rooms.</p> <p>Town Leave (Years 8 – 11) Late back from town leave</p> <p>Poor behaviour on town leave or going on town leave without permission</p> | <p>Once they have eaten their lunch pupils in Years 7 and 8 may remain at the tables in the hall, use the playground (Y7 only) attend lunchtime clubs, use the facilities in the library or T5 (subject to maximum numbers) or complete quiet work in the designated ‘homework hub’ (supervised by sixth form students)</p> <p>All staff have a responsibility to ensure that students are behaving sensibly at lunchtime and should deal with any misbehaviour which they witness. Concerns slips should be completed and the Pastoral Detention may be used</p> <p>A recommendation to ban pupils from eating in their form room may be made to the HOY who will make the final decision.</p> <p>No town leave for two weeks</p> <p>No town leave for four weeks (or other sanctions depending on the behaviour)</p> |
| <p>Use of mobile phones See section 4 of the School’s personal electronic devices, mobile phone and social media policy (on the School website)</p> <p>No student needs their phone with them during the school day unless they have been asked to use it as a learning tool by a teacher</p> <p>Mobile phones are permitted on site but must be switched off upon entry to the school site and not be switched on again until students prepare to leave the school at 3.45pm</p> <p>In certain after school events such as fixtures, trips or students working in the library, and with permission from the staff in attendance, students may use their mobile phone to contact parents to arrange pick-ups</p> | <p>If a student is found in possession of a mobile phone (switched on or off, being used, or not) it will be confiscated by the member of staff, handed in to the school office with the student’s name and the student placed in a Pastoral Detention</p> <p>A letter will be sent home informing parents/carers of the contravention of school rules and the confiscation of the mobile phone. The student should report to the Headmistress at the end of the timetabled day (3.40pm) to discuss the contravention of school rules and the confiscation of the phone. Following this discussion, the phone will be returned to the student (on the first occasion). Should the confiscation occur for a second time, parents will be required to collect the phone on their child’s behalf</p> |
| <p>Social Media The posting of anything inflammatory, rude, insulting or in any way unpleasant, about SHS itself or about any pupil or member of staff at SHS will be regarded as a very serious breach of discipline</p> | <p>Incident will be investigated and pupil statements taken. Parents to be informed. PCSO may be involved/matter may need to be reported to the police Appropriate sanctions will be implemented</p> |
| <p>Confiscated jewellery Following an initial warning, if jewellery is still being worn, members of staff should confiscate any jewellery which is not allowed, place it in a named envelope and pass it to HOY personally.</p> | <p>Pupil should receive a Pastoral Detention Confiscated jewellery to be returned at the end of term.</p> |
| <p>Breaches of uniform Speak to student and for the first occasion for uniform breaches give the opportunity to correct it. For subsequent breaches use the Pastoral Detention</p> | <p>Persistent failure to adhere to the uniform rules should be recorded on a pastoral concerns slip with the recommendation for the pupil to be placed in a senior staff detention. Parents to be contacted</p> |

