



# Hetton School

Student  
Support

*Respect. Learn. Achieve.*

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# **Behaviour Policy 2018-19**

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## **Ethos**

We are a school that encourages positive behaviour and celebrates success. Students are rewarded for doing the right thing. We do not focus on the negative, punitive aspects of school life. However, we do have a set of clear and simple rules that we expect every student to adhere to. Respect of one another, students and staff alike, is paramount. In promoting positive behaviour, we do not accept that the negative behaviour of a small minority of students should affect the learning and progress of others. We do not tolerate bullying or discrimination.

## **Aims**

The aims of this Behaviour Policy are to

- promote good behaviour, self-discipline and respect
- help all students to focus upon learning and achieving
- ensure consistency and clarity for students, staff and parents and other stakeholders
- ensure that students continue their learning whilst accepting the consequences of poor behaviour
- help students learn from their actions in order to make better decisions in future
- ensure all students are treated equally regardless of gender, ethnicity, disability or special need
- ensure the safety of all students
- prevent bullying

## **Legislation and statutory requirements**

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

## **Student Expectations (RESPECT)**

All students must abide by the following expectations. These are displayed in every classroom. The RESPECT element of our school motto Respect, Learn, Achieve can be reflected by

**Respect** yourself and all others in our school

**Equipment** ready in every lesson (planner, pen, pencil, ruler)

**Smartness** - wear the correct uniform and have coats off

**Punctuality** - always arrive to school and to every lesson on time

**Expect** rewards when you do the right thing and punishments if you do the wrong thing

**Co-operate** with each other and all staff

**Try** your very best all the time!

## **Code of Conduct**

Our Home / School agreement describes the basic rules and expectations for every student both in class and around the school. It emphasises respect for all. This is a separate document.

## **Support for students**

Students who do not display consistently positive behaviour may receive a variety of targeted supportive interventions in school including support in school from Head or Deputy Head of Year / Pastoral Support Lead, Tutor, Learning Mentor, School Counsellor and they may spend time in Learning Support. Additionally, their learning provision may change temporarily or permanently to meet their own needs and that of others.

## **Preventing Bullying**

Hetton School has a clear and robust Anti-Bullying Policy. Hetton School aims to ensure that all members of the school community feel welcome, safe and happy and so are able to learn and make progress. Bullying of any kind prevents this happening. Bullying makes people feel unsafe.

As a school, we take bullying very seriously. Students, parents and carers should understand that reporting bullying is essential, and be assured that the school will support them fully whenever bullying is reported. It is the responsibility of all members of the school community to implement the Policy. We comply with the Equality Act 2010. Hetton School has been awarded the Sunderland Youth Parliament Anti-Bullying Charter Mark Gold Award (under re-designation). We have a separate Anti-Bullying Policy that outlines this further.

## **Levels of intervention**

There are 5 broad levels of intervention in response to potential or actual negative student behaviours as outlined below.

- Level 1 – Classroom teacher strategies - to guide and support a student within a particular lesson
- Level 2 – Departmental support strategies - led by the Head of Department, to guide and support the student within a subject department.
- Level 3 – Head of Year or Deputy Head of Year - used when student behaviour does not improve within a subject department
- Level 4 – Assistant Head or Deputy Head - the involvement at this level signifies a very serious incident.
- Level 5 – Headteacher - if a student has not responded to the first 4 levels of intervention it may result in Headteacher involvement with possible fixed term or permanent exclusion.

The school records all aspects of a student's negative actions in order to build up an overall picture of behaviour.

## Rewards

Hetton School has a system of rewards which aims to motivate and encourage students. This is an important aspect of the ethos of the school in that the achievements and successes of students, at whatever level, are noted and given due worth. This helps to build upon individual self-confidence and self-esteem and leads to further personal development.

We believe that if students are to benefit from education then punctuality, regular attendance and good behaviour are crucial. The school will do all we can to reward such positive attitudes. We have a separate Rewards Policy that outlines this further.

## Sanctions

The sanctions that may be applied to students who display poor behaviour are as follows

- Supervised detention
- Phone call or letter home
- Parental meeting
- School Report Card
- Subject Report Card
- Supervised time
- Community Service
- Inclusion Room/ D12
- Good Behaviour Contract
- Exclusion (fixed term or permanent)

Teachers have a legal power to put students in detention. After school detentions no longer require advanced notice the day before although this is good practice to maintain. Rarely, and only following the decision of the Head of Year or SLT, we may enforce no notice detentions. We do this if a student has been sent to D12 during the school as they have disrupted learning or if a student is on report and this is identified as a sanction for poor grades. Detentions are not optional.

## Inclusion Room

Our Inclusion Room is where students spend time in isolation away from their friends, but continue with their learning. A pre-planned day in Inclusion, following a previous incident will mean that the student reports there at 8.45 and leave at 3.00. They will not have break time or dinner time at the usual times. Parents will be informed if their son/daughter is to spend, or has spent time in the Inclusion Room usually by the Head of Year. Following time spent in Inclusion, students may be placed on report by the Head of Year as appropriate.

## Banned or restricted common items

- **Mobile phones or devices** - Mobile phones are allowed in school but must be kept switched off and in bags or pockets. Students must not attempt to use 3G or 4G on school site. Their use distracts learning in class and also increases the risk of cyber bullying but we understand that they can be a useful way to keep in touch with parents on the way to or from school. However, in school, they are not allowed to be seen or

used. This includes lunchtimes and break times. It also includes when coming into school at the start of the day and away at the end of the day. If there is an emergency situation then a student may ask to use the school phone at reception or request to use their mobile phone. Permission for this can only be given by Senior or Pastoral Staff. If a parent needs to contact a student then again, we ask that this is done via phoning reception. If a student has a mobile device out, they will be asked to switch it off and hand it over to the member of staff for safekeeping. At the first opportunity it will be labelled and put in the school safe. It is then available for collection at the end of the school day. If this happens repeatedly then we would ask the parent to collect the mobile device from reception.

- **Smart watches** – these may be worn but, as with mobile phones, should not be used for communication during the school day. As with mobile phones, if a student is using the device for communication, they will be asked to hand it over to the member of staff for safekeeping. At the first opportunity it will be labelled and put in the school safe. It is then available for collection at the end of the school day. If this happens repeatedly then we would ask the parent to collect the smart watch from reception.
- **Fizzy/energy drinks and sweets** - Whilst bottled water is allowed in school, including lessons, we do not allow any type of fizzy or energy drink. This is due to the negative effects of additives, sugar, caffeine and other stimulants in such drinks. Similarly, we do not allow very large bags of sweets or snacks. Any such drink that is opened will be disposed of and any unopened drink or bag of sweets will be confiscated and returned at the end of the day.
- **Non-uniform items** - An appropriate outdoor coat that is designed to be worn over a blazer may be worn on the way to and from school and removed once inside the building. Hooded sweatshirts (hoodies) and tracksuit tops are not acceptable. If worn, they will be confiscated by the member of staff but can be collected by the student at the Pastoral Base at the end of the school day. For repeated offences (as with mobile phones), the parent will be asked to collect the item.
- **Weapons, cigarettes, electronic cigarettes, alcohol, illegal drugs, potentially harmful substances and stolen items.** See Searching and Confiscation.

## Exclusions

Exclusion is a serious step that rarely has positive outcomes. It will, therefore, only be used as a last resort when all other options have been tried and have failed, or where it is necessary to protect members of the school community from harm.

A decision to exclude a student will only be taken in response to serious breaches of this Behaviour Policy and related policies or if allowing the student to remain in Hetton School would seriously harm learning, safety or welfare of the student or other students in the school. Reasons for exclusion might include

- Persistent disruptive behaviour
- Physical assault
- Verbal abuse or threatening behaviour
- Bullying
- Racist abuse

- Sexual misconduct
- Drug or Alcohol related
- Damage
- Theft

We have a separate Exclusions Policy that outlines this further.

## **Beyond the school premises**

The school has a statutory power to deal with poor behaviour to a reasonable extent beyond the school premises or beyond school hours. This includes when a student is

- taking part in any school-organised or school-related activity
- travelling to or from school
- wearing school uniform or in some other way identifiable as a student at the school.
- could have repercussions for the orderly running of the school
- poses a threat to another student or member of the public
- could adversely affect the reputation of the school

## **Partnership with parents and carers**

We would ask parents to encourage their children to show respect and support the school's authority to discipline our students. We ask that you sign a 'Home School Agreement' that outlines the responsibilities of the parent and the school including those around behaviour and attendance. We hope that you will work in co-operation and partnership with us if your son or daughter should have behavioural problems. If you have any further questions, please contact the appropriate Head of Year or Mrs S. Cooke, Senior Pastoral Lead.

## **E-Safety**

As part of the curriculum and the development of ICT skills, Hetton School provides supervised access to our ICT facilities including the Internet. We believe that the effective use of the ICT facilities, our school's Virtual Learning Environment (VLE), the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world.

Although there are concerns about students potentially having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school operates a filtering system that restricts access to inappropriate materials. Any deliberate attempt to access inappropriate materials or in any way misuse accounts will be dealt with. A user ban and a further range of sanctions may be applied (see Sanctions).

We have a separate E-Safety Policy and Parental Agreement that outlines this further.

## **Searching and confiscation**

At Hetton School, Senior Staff have authorisation to search a student. Any member of staff has authorisation to confiscate. We are not required to inform parents before a search takes place or to seek their consent to search their son or daughter or to keep a record of a search. However, we will inform the individual student's parents or carers where cigarettes, e-cigarettes,

alcohol, illegal drugs or potentially harmful substances are found, although there is no legal requirement to do so.

Searching with consent - Senior Staff can search a student with their consent. This will be for any item which is banned or restricted by the school. This can also include a search of a mobile phone or device. They will ask the student to turn out his or her pockets, look in the student's bag or on the student's mobile device or phone if the student agrees.

Searching without consent – Senior Staff have the power to search students or their possessions, without consent, where they suspect the student has cigarettes, e-cigarettes, weapons, alcohol, illegal drugs, potentially harmful substances or stolen items. This can also include a search of a mobile phone or device which may hold evidence of wrongdoing. If this is a physical search, the Senior Staff will be the same gender as the student being searched and there will be a staff witness who, when possible, will be the same gender as the student being searched. The person conducting the search may not require the student to remove any clothing other than outer clothing.

Confiscated items will as appropriate be returned to the rightful owner, given to the police or disposed of.

## **Physical contact with students**

It is not illegal for a member of staff to touch a student. There are occasions when physical contact, other than reasonable force, with a student is proper and necessary. Examples of where touching a student might be proper or necessary include

- To demonstrate how to use a musical instrument
- To demonstrate exercises or techniques during PE lessons or sports coaching
- To demonstrate in a practical lesson
- To give first aid
- When comforting a distressed student or when a student is being congratulated

## **Use of reasonable force**

Whilst this is extremely rare at Hetton School, all school staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property, and to maintain good behaviour in the classroom. Force is usually used either to control or restrain. This can range from guiding a student to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury. Reasonable adjustments will be made for disabled children and children with SEN.

Control means either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of a classroom. Restraint means to hold back physically or to bring a student under control. It is typically used in more extreme circumstances, for example when two students are fighting and refuse to separate without physical intervention.

Reasonable force might be used to

- remove disruptive children from the classroom where they have refused to follow an instruction to do so



- prevent a student behaving in a way that disrupts a school event or a school trip or visit
- prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- prevent a student from attacking a member of staff or another student, or to stop a fight
- restrain a student at risk of harming themselves through physical outbursts

Schools do not require parental consent to use force on a student. However, we would speak to parents about serious incidents involving the use of force and record the incident.

## **Allegations of abuse against staff**

Allegations of abuse will always be taken seriously, and we will ensure that allegations are dealt with quickly in a fair and consistent way that provides effective protection for the child and supports the person who is the subject of the allegation. However, sanctions may be taken against students who are found to have made malicious accusations against school staff. When a complaint is made the onus is on the person making the complaint to prove that his/her allegations are true – it is not for the member of staff to show that he/she has acted reasonably.

## **Links with other policies**

This behaviour policy is linked to the following policies:

- Exclusions policy
- Safeguarding policy
- Exclusions policy
- E-safety and acceptable use policy
- Anti-bullying policy