

PENAIR SCHOOL BEHAVIOUR MANAGEMENT PROCEDURE

The Penair School behaviour management procedure provides teachers, pupils and parents with a clear framework that will be followed in order to manage our high standard of behaviour expected from pupils in the school. It also provides a clear system of consequences for staff to apply when students do not manage to uphold these high standards both inside and outside the classroom.

We are passionate about the right of every pupil to a high-quality education in an environment that allows them to achieve and exceed their potential. We do not feel it is fair if certain behaviour is allowed to negatively effect the learning of other pupils at Penair School.

The following procedure will be applied consistently, rigorously, and relentlessly to enable our pupils to feel safe and valued. Staff will be expected to apply this procedure with clam professionalism and with consistency. We believe that parents value consistency regarding any consequence applied to their children along with a simple and clearly understood framework.

Our Behaviour Management Procedure is underpinned by the FIVE Pivotal Behaviour management Principles.

- 1. Consistent, calm adult behaviour***
- 2. First attention for best conduct***
- 3. Relentless routines***
- 4. Scripting difficult interventions***
- 5. Restorative follow up***

OUR VISION

To create a school environment that is safe, calm, and professional. An environment that is conducive to learning with no one pupil's behaviour allowed to negatively affect the learning of others. Staff and pupils will be motivated in their teaching & learning and proud to be a part of Penair School.


OUR AIMS

- To give staff, pupils, and parents a clear framework of the Behaviour for Learning (BFL) and consequences
- To ensure that behaviour is managed consistently and fairly
- To enable behaviour to be monitored and tracked by staff, pupils, and parents
- To ensure that Behaviour management coupled with high-quality teaching allows every pupil to flourish.

This procedure needs to be used in conjunction with the following Penair School policies

- Rewards
- Uniform
- Drugs
- Exclusions
- SEND

BEHAVIOUR & CONSEQUENCES STRUCTURE AND INFORMATION

TARRIF	CONSEQUENCE	C C POINTS	BEHAVIOURS
Verbal Warning	None	0	<ul style="list-style-type: none"> 1st warning in class for inappropriate behaviour, off-task, shouting out Pupil hasn't met the expected learning standard 1st late to school verbal warning by JBH
1 point	10-minute detention held with class teacher	1	<ul style="list-style-type: none"> Pupil arrives with no equipment for the lesson Quality of class work is below your expectation 2nd warning in class for inappropriate behaviour, off-task, shouting out, chewing, answering back PE kit first offence Minor classroom concerns Minor homework concerns
2-points	20 min centralised lunchtime detention	2	<ul style="list-style-type: none"> Late to lesson 2nd late to school Chewing gum around the school Pupil heard using bad language (by teacher) Non-attendance at 1 point detention Confiscation of mobile phone or jewellery first offence Failure to have report signed by teacher or parent In ANY out-of-bounds area during break time or lunch time Failure to use designated toilets Asked to correct uniform during school day
3-points	2.45 – 4pm centralised afterschool detention in Removal room	3	<ul style="list-style-type: none"> Insufficient improvements over a period of time – classwork Insufficient improvements over a period of time – homework 3rd & 4th late to school PE kit 2nd offence Marked late to lessons 3 times in one week Confiscation of mobile phone or jewellery 2nd offence Mobile phone visible when leaving the school site
4-points	24 hours (one full school day) in Removal Room	4	<ul style="list-style-type: none"> Any Red card behaviour 3rd warning in class for inappropriate behaviour 3 single points in one day 5th late to school and EVERY late to school thereafter Anti-social or unsafe behaviour, including out-of-bounds Every 4 points earned by breach of School Uniform Procedure Non-attendance at 2-point (lunchtime) detention Non-attendance at 3-point (after-school) detention Return from an exclusion PE kit 3rd offence Report threshold reached Confiscation of mobile phone/jewellery 3rd and every offence Each multiple of 10 points in one term Confiscation of two mobile devices in the same day Inappropriate use of ICT (will result in a two week network ban)
Step 2 removed in cover/ Supply Teacher-Led Lessons			<ul style="list-style-type: none"> Supply teachers are visitors to the school and share their experiences to colleagues around the County. Therefore, there will be no step 2 for in-class behaviour. Instead, the pupil will be taken straight to the removal room after their VW.
 RED CARD BEHAVIOURS	INSTANTLY TAKEN TO THE REMOVAL ROOM		<ul style="list-style-type: none"> Any refusal to follow reasonable instructions Arguing with a decision that has been made Truanting – OR leaving lesson / school site without permission Not giving a member of staff their name or giving false name Ignoring any member of staff when being spoken to Swearing, aggressive, intimidating behaviour directed towards a member of staff or visitor Swearing, aggressive or intimidating behaviour directed towards another student Bullying (cyber, emotional, physical, verbal, racial & sexual)
5-points	Fixed term exclusion (Number of days will be at the discretion of the Behaviour/Raising standards Lead)		5
Permanent Exclusion Discretion of Head Teacher			<ul style="list-style-type: none"> For ANY breach of the School Drugs Procedure For any pupil who persistently display Red Card behaviours and put the safety of staff and pupils at risk on a regular basis.

TARRIF THRESHOLDS (taken from procedure)

The following tariff thresholds will be monitored and administered by the Behaviour team. Staff **will** be expected to enter points onto Class Charts at the earliest opportunity.

Mobile phone (seen in school)	SANCTION	Late to School (gate locked at 8.28)	SANCTION	Late to lesson or Tutor (by the time class are sat by teacher)	SANCTION	Uniform breach	SANCTION
1 st	2PD	1 st	VW	1 st	VW	1 st	2PD
2 nd	3PD	2 nd	2PD	2 nd	2PD	2 ND	RR
3 rd and every time	RR	3 rd	3PD	3 rd	3PD		
		4 th	3PD	4 th	3PD		
		5 th and every time	RR	5 th and every time	RR		

CLARIFICATION ON INDIVIDUAL AREAS OF PROCEDURE

CLASSCHARTS

This is the platform in which all rewards and behaviours are recorded at Penair School, and parents are encouraged to look at this daily. Staff will be updating this hourly, daily, and weekly. It will provide an excellent pupil profile which can form the basis of many effective conversations between pupil, parents, and staff. An APP is downloadable on all smart phones for parents/carers and students, or you can access the website at www.classcharts.com.

MOBILE PHONES

Mobile phones should not be seen at any time during the school day in any part of the school. This includes Break times and lunchtimes. Teachers will alert the Behaviour Lead via class charts that a phone has been seen with the name of the pupil and the location. The teacher or Behaviour Lead will then confiscate the phone in accordance with this procedure. If it transpires that a pupil has two or more devices on their person during the school day, these will be confiscated and parents will be required to collect from Mr Davidson (Headteacher).

UNIFORM PROCEDURE BREACHES DURING SCHOOL DAY

All uniform issues will be dealt with at the start of each day at the main gate by the duty staff and behaviour team. Any pupil not wearing the correct uniform or missing items of uniform will be given a replacement item in the Removal room between 8.30 and 8.50 each morning in exchange for their mobile phone which will be kept securely for the day in a zip bag. Pupils will not receive a sanction at this point unless they refuse to wear the uniform given.

If any pupil is seen not adhering to the uniform procedure during the school day (shirts untucked etc), staff will issue them with a 2-Point detention (centralised lunchtime) verbally and log 2 points on class charts. The Behaviour team will track these breaches and sanction pupils in accordance with this procedure. The teacher only needs to log these on class charts.

BAD LANGUAGE

Will not be tolerated. Creating a safe, calm, and professional environment at Penair school requires high standards in all aspects of school life. If any pupil is heard by a member of staff using bad language, then the teacher will issue a 2-Point detention (centralised lunchtime) and inform the pupil verbally. The member of staff must ensure that Class Charts is updated at the earliest opportunity so that the Behaviour Lead can follow this through, and parents are aware.

TOILETS

Only pupils with a 'toilet pass' may visit the toilet during lessons. These are allocated to pupils by the Personal Development Leads (PDLs).

SEND

For pupils with an identified Special Educational Need, appropriate reasonable adjustments to sanctions will be made in accordance with the Equality Act 2010 and the SEND code of practice. However, all pupils will initially be treated in the same way by this procedure.

1-POINT DETENTIONS (10 mins)

This will be administered by the class teacher at the earliest opportunity. Staff must log this on Class Charts. These are 10 mins in duration. Work must be done in silence.

2-POINT DETENTIONS (15 mins)

A centralised lunchtime detention will run daily within both designated lunch breaks for KS3&4. This will be staffed on a rota. Pupils will be given a reminder slip during P3 on the day of their detention. Pupils issued with a 2-Point detention will attend the detention the next day and complete work in silence. 2 points are recorded on ClassCharts.

3-POINT DETENTIONS (70 mins)

This is a centralised After-school Detention for 70 minutes (2.50pm – 4pm). This sanction will be recorded on Class Charts, and students will be expected to attend on the next available day (Tuesday/ Wednesday/ Thursday.) Parents/carers will receive a notification from Class Charts (if account has been activated) and a text message will be sent the day before the detention.

REMOVAL ROOM (4-POINT)

This sanction will be recorded on Class Charts. Parents/carers will receive a notification from Class Charts and a text message. In the event of a class removal, the member of staff issuing the sanction will contact parents/carers within 24 hours. During this time, the member of staff will make every effort to have a restorative conversation with the student.

CHEWING GUM

Chewing should not be seen on the school site. If it is seen in class, it is an immediate 1-point detention. If it is seen around the school, it is 2-point detention. The behaviour team will track and monitor individual points for this.

SUSPENSIONS/EXCLUSIONS

For serious and repeated unacceptable behaviour, a suspension, or permanent exclusion may be considered. Following any suspension, parents/ carers will be required to attend an in-school meeting with a senior leader. Suspensions will be issued at the discretion of the Headteacher and the Behaviour Lead. On the return from a suspension the pupil will spend the first day in the Removal Room.

BEHAVIOUR OUT OF SCHOOL

Penair School aims to educate all students in the meaning and importance of being a responsible citizen within our community. We will therefore sanction appropriately for misbehaviour out of school or in cyberspace when a student is:

- 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, including online.

We will use the full range of consequences and sanctions, including suspension, where a student's misbehaviour at any time, irrespective if the conditions above apply:

- 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.

TRACKING

Tutors will be given a fortnightly report detailing the number of negative & positive points for their tutees along with the reasons. Tutors will talk through any issues with students and discuss what is going wrong and how to improve. Where a tutor is concerned about a pattern of behaviour, parents/carers may be telephoned by the tutor and/or the PDL.

PDLs and Heads of Faculty/Department (HOF/Ds) will also receive fortnightly reports for their year group/subject area. They will monitor the number of points issued and work collectively with parents/carers to improve the behaviour of students in their year group. HOF/Ds will also be able to monitor staff allocation of points and any patterns that require support to be put in place.

REPORT CARDS (from September 2022)

Student reports are based on a behaviour points over any given term. This intervention is used if there is a pattern of poor behaviour. However, a report card may also be issued as a result of a serious incident or if requested by a parent/carer. The report card is centred on a student's behaviour for learning. Students are given clear targets for their behaviour and teachers are asked to sign the report card at the end of each lesson. Parents/carers are also asked to monitor the report card. The purpose is to monitor a student's performance in the school over a period of time (usually two weeks) and when the student's behaviour improves, the report will be withdrawn. The report card is seen by the tutor, PDL, or Senior Leadership Team (SLT) member of staff at the start of each day.

Tutor report - Green.	30 Behaviour points	<input type="radio"/> Call home (tutor) <input type="radio"/> Report 2 weeks duration minimum
PDL report - Orange.	60 Behaviour points.	<input type="radio"/> Meeting with parents (HOY) <input type="radio"/> One day in removal room <input type="radio"/> Report 2 weeks duration minimum
SLT report - Red	90 Behaviour points.	<input type="radio"/> Meeting with parents (SLT) <input type="radio"/> Two days in removal room <input type="radio"/> Report 2 weeks duration minimum

USE OF REASONABLE FORCE

On rare occasions, it may be required that a member of staff must physically intervene or use reasonable force. This will be used as a last resort and in accordance with the Use of Reasonable Force Act 2013, and only by fully trained staff.

CLEAN SLATE

At the end of each academic term, students are given a 'clean slate'. Points are not 'carried over'. If a student fails to attend a detention at the end of a term, the detention is re-scheduled for the following term. Although a 'clean slate' is issued each academic term, students cumulative totals will be recorded on Class Charts. If termly behaviour continues to be of concern, then further action may be taken.

IN-CLASS STEPS TO PUPIL REMOVAL

