



THE BEMROSE SCHOOL

BEHAVIOUR MANAGEMENT POLICY

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'Learning together, working together, achieving together'

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Whole School Behaviour Policy

1. Aims of the Behaviour Policy

Pupil discipline and behaviour is based on positive relationships that permeate across the whole life of the school and is very important to the quality of teaching and learning. The Bemrose School is a fully inclusive school. Inclusion is fundamental to the school and pupil's needs are at the heart of all we do.

The Bemrose School's behaviour policy strives to promote good behaviour and deter poor behaviour, including all forms of bullying. The Bemrose School will communicate with the pupil's parents and other stake holders about the policy on an annual basis and will publicise the policy on the school's website.

The school strives for all pupils to be happy and purposeful in their day to day life. The Bemrose School entitles all pupils to achieve to their maximum both in terms of academic achievement but also in opportunities to develop the pupil's self.

All staff should expect respect, consideration and courtesy from the pupils and this should naturally be reciprocated by the staff. The process of learning and personal development is best facilitated through positive relationships between staff and pupils that will result in mutual respect, consideration and courtesy.

Positive behaviour management is the way that issues should be challenged. Rewards and praise should be prevalent in recognising all achievements in learning, behaviour, attainment and contribution, however small. Praise begins with the frequent use of positive, encouraging language and gestures, both in lessons and around the school, so that positive behaviour is instantly recognised and positively rewarded. A more formal system of praise points, certificates and prizes are also used to recognise and congratulate pupils when they set a good example or show improvement in their behaviour. All staff should work to the school's rewards systems which strives to recognise all positives.

In the case of poor behaviour that impacts on teaching, learning and progress, pupils will be removed from the teaching environment to allow staff and pupils to continue with their work and learning. Different phases of the school will follow their individual behaviour codes and the whole school policy.

The Bemrose School will use sanctions such as detentions, both during and after school, internal isolation, internal and off-site seclusion and fixed term exclusions (suspension). Time in the seclusion room will commence at 8am and conclude at 3.30pm, when the student will be sent home with work unless a prior arrangement with the Leadership Team has been agreed. The Primary Phase will use the sanctions of missing lunchtime and playtime minutes according to the child's age and in more serious situations the child may have internal seclusions or fixed term exclusions (suspension).

As with all schools, The Bemrose School has a statutory power to discipline pupils for breaches of school rules, failure to follow instructions or other unacceptable

conduct during school and on the way to and from school. All teachers and other staff in charge of pupils have the power to discipline under Section 89 of the [Education and Inspections Act 2006](#).

2. 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](#).

In addition, this policy is based on:

- Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its pupils
- Sections 88-94 of the [Education and Inspections Act 2006](#), which require schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property
- [DfE guidance](#) explaining that maintained schools should publish their behaviour policy online

3. Roles and responsibilities

3.1 The Governing Board

The Full Governing Board is responsible for reviewing and approving the written statement of behaviour principles as referenced in the school procedures [see below].

The Full Governing Board will also review this Behaviour Policy in conjunction with the Executive Headteacher and monitor the policy's effectiveness, holding the Executive Headteacher to account for its implementation.

3.2 The Executive Headteacher

The Executive Headteacher is responsible for reviewing this Behaviour Policy in conjunction with the Full Governing Board, giving due consideration to the school's statement of behaviour principles. The Executive Headteacher will also approve this policy.

The Executive Headteacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

3.3 Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents

The Leadership Team will support staff in responding to behaviour incidents.

3.4 Parents

Parents are expected to:

- Support their child in adhering to the pupil code of conduct
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher promptly

4. Monitoring arrangements

This Behaviour Policy will be reviewed by the Executive Headteacher and The Full Governing Board annually. At each review, the policy will be approved by the Executive Headteacher.

The written statement of behaviour principles will be reviewed and approved by the Full Governing Board annually.

5. Links with other policies

This behaviour policy is linked to the following policies:

- Safeguarding policy
- Anti-Bullying policy

Addendum 1

The Bemrose School Behaviour Policy sometimes employs detentions as one of the sanctions it may impose against an individual. The Bemrose School staff have a statutory power to put pupils aged under 18 in detention after school sessions, on some weekends and non-teaching days. The member of staff will inform the pupil and the parents of the detention and the school endeavour to give 24 hours' notice of detentions outside school sessions (though it is not required to by law).

If a pupil chooses to bring an item, whether a weapon or a substance that school staff believe places others in danger, the school reserves the right to search the pupil. Any search will be conducted by two members of staff [as agreed by the Executive Headteacher] one of whom will be of the same sex as the pupil. If the pupil has an item that is inappropriate it will be confiscated, and stored in the school safe to be returned to the parent or carer of the child at a mutually convenient opportunity (if appropriate). The Bemrose School may contact the police and also impose a sanction in accordance with the school policy.

If a pupil is caught smoking on the school site, the Governors have agreed a series of sanctions. These sanctions include support to help stop smoking, detentions, seclusions and fines for parents/carers.

Our most serious sanction is exclusion and will not be used lightly. The Executive Headteacher, and in their absence, the Head's of Schools have the authority to make decisions regarding sanctions to be imposed. A number of fixed term exclusions (suspension) can lead to a permanent exclusion. The Bemrose School will endeavour to work with parents/carers to take into account the individual needs of the pupil to resolve the situations and prevent behaviours escalating to further disaffection and exclusion (suspension). The Bemrose School will give children opportunity to have a Fresh Start or Fresh Start+ to help prevent any further exclusions (suspensions) or possible permanent exclusion (expulsion) Only the Executive Headteacher of the school has the right to recommend to the school's Governing Body, the permanent exclusion (expulsion) of a pupil.

Behaviour Policy Principles

Pupil behaviour is the responsibility of **all staff**. Please support each other by implementing this policy at all times.

Good behaviour is at the heart of our school and is fundamental to the function of The Bemrose School. Without good behaviour and values pupils cannot learn and therefore succeed in life. For this reason The Bemrose School is committed to ensuring that standards of behaviour and values are high and constantly improving.

Respect is integral in the development of high standards of behaviour. Respect for members of the school community, equipment buildings and facilities are high expectations of all. Staff, parents and pupils themselves all have a role to play in ensuring positive and productive learning environments for the whole school and community. The Bemrose School will always strive to support all pupils and provide them with the guidance and help they need to overcome any barriers they may have to be successful citizens.

The key to the effectiveness of this policy is **consistency**.

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](#)
- It is also based on the [special educational needs and disability \(SEND\) code of practice](#).
- Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its pupils
- Sections 88-94 of the [Education and Inspections Act 2006](#), which require schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property

And is written in accordance with [DfE guidance](#), explaining that maintained schools should publish their behaviour policy online.

Good Practice – a whole school approach

Acceptable standards of behaviour, work and respect depend upon the example of us all. Every member of staff has a positive contribution to make.

- Good order has to be worked for; it does not simply happen:
 - Set high standards and expectations;
 - Apply rules firmly and fairly;
 - Expect to give and receive respect;
 - Treat everyone as an individual within the school community
- Relationships are vital: relationships between everyone and at every level.
Take the initiative:
 - Greet and be greeted
 - Speak and be spoken to
 - Smile and relate
 - Communicate
- Expect to deal with all poor behaviour in the manner which is most appropriate to the situation
- 'Problems' are normal where pupils are learning and testing the boundaries of acceptable behaviour. Our success is judged not by the absence of problems but by the way we deal with them:
 - Avoid confusion
 - Listen
 - Establish the facts
 - Judge only when certain
 - Use sanctions sparingly
- All informal contact contributes to standards of behaviour. Help to establish and maintain that standard by taking the initiative at every opportunity. Expect to:
 - Start the dialogue
 - Greet pupils
 - Set high standards of speech, manner and dress
 - Enjoy relating to pupils and show this enjoyment
- Create and sustain a positive, supportive and secure environment in the classroom. Well prepared, stimulating lessons help to generate good behaviour and earn respect. Expect to:
 - Arrive before the class
 - Begin on time (promptly)
 - Be prepared for the lesson
 - Keep pupils occupied
 - Extend and motivate pupils
 - Mark all work promptly
 - Be constructive with your comments
 - Set homework to schedule

- Use the correct first names
- Have interesting wall displays
- Do all you can to avoid:
 - Confrontation – it can quickly escalate minor problems
 - Humiliating – it breeds resentment
 - Shouting – it diminishes you
 - Over-reacting – the problems will grow
 - Blanket punishments – the innocent will resent them
 - Over-punishment
 - Sarcasm – it damages you!
- Never leave pupils outside rooms for long. This should only be used as a short term (2 minutes maximum).
 'cooling' off period when other strategies are not appropriate. The 'problem' needs a solution, not complicating. Seek help if you need it. Do all you can to:
 - Use humour - it builds bridges
 - Keep calm - it reduces tension
 - Listen - it earns respect
 - Be positive and build relationships
 - Know your pupils as individuals
 - Carry out any threats you have to make
 - Be consistent
 - Be fair
- Insist on acceptable standards of behaviour, work and respect. Expect to:
 - Encourage pupils to follow the classroom expectation procedure
 - Apply school rules uniformly
 - Work to agreed procedures
 - Follow up problems to their conclusion
 - If after trying you cannot resolve a problem, discuss it with either your Learning Director or the Leadership Lead for Inclusion.

Introduction

The development of good relationships between staff and pupils is central to the success of The Bemrose School. All staff in both the Primary Phase and the Secondary Phase of our school should set high standards of behaviour. It is important that all staff model good behaviour to pupils.

Staff guidelines

To support the school values, we have all agreed that there needs to be a consistent approach to behaviour management by all staff. In this way pupils receive a clear message and staff support each other in the knowledge that all are dealing with behaviour in the same way.

Lead by example

- Politely open doors for each other and say thank you
- Calm authority – be supportive not aggressive
- Insist upon polite address including please and thank you
- Pick up litter and ask pupils to do so
- Dress in a business-like, professional manner

Carry out duties conscientiously

- Be punctual
- Make arrangements for known absences from duty
- Insist on classrooms being left clean and tidy

Stop and challenge

- Stop and challenge any pupil behaving unacceptably
- Do not tolerate any form of bullying (see anti-bullying policy)
- Insist on shirts being tucked in, ties knotted and touching the top button, plain black footwear, appropriate jewellery (see uniform policy – appendix 2)

Accept responsibility outside the classroom

- Offer support to a colleague dealing with discipline.
- Have a presence in your subject area between lessons
- “Own” the corridor space outside your room

Plan, prepare and teach good lessons

Teaching and Learning should take place within an atmosphere of mutual respect. Teachers are responsible for establishing clear classroom procedures and ensuring that school rules are uniformly applied. The teacher is at the centre of creating a positive ethos for learning. **Appendix 1** sets out The Bemrose School Classroom Expectations which detail the routines that are expected of **all** teachers.

Form tutors, class teachers and Heads of House should be kept fully informed of concerns colleagues might have about aspects of a pupil's behaviour. The Head of House will have an overview of the pupil and their personal development and is in the best position to recommend home contact where appropriate.

Where a pupil appears to be experiencing significant difficulties they will be discussed at the weekly Inclusion Panel. The individual will be discussed and a plan will be drawn up in agreement with home and the pupil. This plan will be documented in the pupil's school file.

Golden Rules for the Secondary phase

- Be on time
- Equipment out and ready to learn
- Mobile phones off
- Respect others by listening
- Off with coats in lessons
- Speak English appropriately
- Eating & chewing gum is not allowed

Golden Rules for the Primary phase

- Respect each other
- Use kind words
- Always try your best
- Keep your hands and feet to yourself
- Listen to all adults and children

The Use of Rewards at The Bemrose School

The emphasis and desire for the pupils to collect praise points (secondary phase) or house points (primary phase) and have their achievements recognised must be a motivation for all. Intrinsic and extrinsic rewards are fundamental in encouraging achievement, raising self-esteem and developing a pupil's pride and motivation to do well. Pupils and staff must be clear on the value of the points and rewards and they should look to employ rewards as an integral part of their teaching.

The system is designed to recognise not only academic achievement and effort but also positive behaviour, attendance, punctuality and citizenship. This system will set out clear guidelines for staff and pupils on what aspects of school life will be rewarded at The Bemrose School.

Explanation of the reward system (Secondary Phase)

1. Praise points are recorded on the 'Satchel One' programme. It is staff's responsibility to input the points on the pupil's account.
2. Praise points are given to pupils for:-
 - Academic achievement
 - Effort
 - Attendance
 - Positive behaviour
 - Punctuality
 - Representing school
 - Representing house
 - Extra Curricular
 - Positive contribution to school life
 - Citizenship

3. Inclusion admin will produce form lists, which include praise points totals. They will be displayed on House notice boards, fortnightly.
4. Inclusion admin will produce praise points totals for Form Tutors to use on Target Setting Days and parents evenings.
5. Praise points will be calculated cumulatively over the year. These totals will count towards the House Championship.
6. Over the term, pupils will reach praise points milestones, which will generate certificates and letters home. Each certificate will be exchanged for a small gift. These will be generated automatically by Satchel, and organised and recorded by Leadership Lead for Inclusion.
7. In addition to the termly totals, praise points will continue to be recorded over the year for the benefit of the 'Star Award System'. These awards will be highly prestigious and presented to pupils in assembly.
 - Bronze star = 200 praise points
 - Silver star = 300 praise points
 - Gold star = 400 praise points
 - Platinum star = 500 praise points
8. There will be a termly rewards afternoon for pupils who qualify. Pupils must meet the following criteria.
 - No exclusions
 - No seclusions
 - No Heads Warnings
 - Attendance above 90% or has attendance has significantly improved

Activities will be school based (e.g. disco, film) and local trips. The venue for the trips will be advertised through form tutors and will be organised by Leadership Lead for Inclusion.

9. Pupils are nominated by subject areas for good work, effort and / or achievement. This will be done weekly, names will be sent to PPL's and names will form an 'Achievement Wall.' This will be visible to staff, pupils and visitors to the school.
10. Departments can send subject specific postcards to pupils who have earned them over the term.
11. Every half term there are two Rewards Days. Pupils can receive 'Pupil of the Lesson' and are awarded with a certificate, sticker and postcard home.
12. Bemrose postcards are given to pupils for exceptional work.
 - Postcards are worth 10 points
 - Postcards are instant communication with home
 - Staff should record the points on SMHW

Explanation of the reward system (Primary Phase)

The Primary Phase has a 'It's Great to Be Green' behaviour system. All the pupils will begin each day with a green card behind their picture and name, this chart will be displayed within the classroom.

All pupils will begin the week with 30 minutes Golden Time. The pupils will be involved in choosing their Golden Time activity.

In addition to the Golden Time system explained above, the pupils will also follow a house point system.

1. House points will be recorded on Class Dojo. It is staff's responsibility to input the house points. The pupils will collect house points for their house, as part of the Primary Phase house system. Pupils will also have an individual tally of the house points they have been collected.
2. House points are given to pupils for;
 - Academic achievement
 - Effort
 - Attendance
 - Positive behaviour demonstrated in the classroom, playground, in and around school grounds
 - Punctuality
 - Representing the school
 - Representing their house
 - Extra-curricular activities
 - Homework
 - Positive contribution to school life
3. A tally of the pupil's individual house points kept by teachers within the pupil's classroom for all to see.
4. A whole Primary Phase house point system is displayed in a central location within the Primary Phase of the school. This chart will be updated weekly.
5. Over the year the pupils will reach individual milestones which will be recognised during celebration assemblies.
 - B - 20 house points
 - E - 50 house points
 - M - 90 house points
 - R - 140 house points
 - O - 200 house points
 - S - 270 house points
 - E - 350 house points

Once a child hits 350 house points they receive a 'I made Bemrose' badge.

6. Each week the whole school house points will be collected, collated and celebrated in the weekly celebration assembly. The winning House will

receive a reward at the end of every term. The reward could be watching a film, having a special activity or a visit. It will be organised and delivered by the Head of Primary.

7. Regular school attendance is an important part of giving a pupil the best possible start in life. As a school we value the importance of a good attendance record. For this reason the primary phase on a half termly basis will reward pupils with certificates and the weekly 'Golden Table' for the class with the highest percentage attendance. There is also a weekly prize draw for children who had 100% attendance for that week.

Other whole Primary Phase methods of rewarding good behaviour and acknowledging special achievements are:

- Executive Headteacher or Head of Primary award certificates, post cards or stickers
- Star of the week certificates – these will be awarded to one pupil per class each week in the celebration assembly held each Friday.
- Pupils who have been on 'Great to be Green' all week will receive a special triple dojo for their positive behaviour.
- Verbal praise from any adult working at The Bemrose School
- Acknowledgement of efforts and achievements out of school will be celebrated during celebration assembly each Friday.
- In-class reward systems may be used by teachers (such as marbles in a jar, jigsaw puzzles, etc.) as extra incentives for classes and / or individual pupils.

'The Golden Rules' (Secondary Phase)

At The Bemrose School we want every member of our community to be happy and successful. We can only achieve this if we have high expectations of each other. We expect everyone to follow the 'Golden Rules'.

- Be on time
- Equipment out and ready to learn
- Mobile phones off
- Respect others by listening
- Off with coats in lessons
- Speak English appropriately
- Eating & chewing gum is not allowed

(The Golden Rules were created by the pupils through the Student Council and 'Let's Explore')

The Bemrose School (Secondary Phase) – Sanctions (appendix 6)

Good relationships between staff and pupils are at the core of our behaviour management policy.

It is our collective responsibility to manage behaviour consistently and fairly. This document details the range of sanctions at The Bemrose School and how they should be used.

The following is an outline of appropriate staging when dealing with inappropriate behaviour in a lesson.

Individual teachers will use their own individual strategies to deal with poor behaviour initially.

The **positive behaviour plan** is as follows:

- 1st warning
- 2nd warning – the pupil should be moved away from the problem area by moving seats
- 3rd warning – the pupil is either sent out of the classroom for some 'time out' (max of 2 minutes) or the pupil is re-located in the buddy classroom
- On Call may be used to transport the pupil to the buddy classroom or may be used to support the teacher talking to the pupil outside of the classroom
- Document the incident and action on SIMS (behaviour management) see **appendix 3**
- Pupils should be made clear of each step through the discipline procedure as it is executed

It is important that all incidents of poor behaviour are documented. It is the responsibility of the individual member of staff to document these on SIMS (**see appendix 3**)

'On Call' Procedure

If, after following the positive behaviour plan, a pupil needs to be removed from the buddy lesson then the member of staff must follow the 'On Call' procedure. Staff should press the Classroom Assist icon on their laptop. This will register in the main office.

A member of the On Call team will be alerted by walkie-talkie and will come to the classroom. The pupil will be spoken to and if a decision is made to remove the pupil then they will be taken to the Seclusion Room.

Following a conversation with the classroom teacher, the member of On Call should fill in the student referral sheet detailing the incident.

The pupil will be escorted to the Seclusion Room with the pupil referral form by the member of staff who is On Call. The pupil must have work to complete.

Pupils should only be sent to 'Seclusion Room' when the positive behaviour plan has broken down, or following an abusive, aggressive or dangerous incident.

The member of staff must have completed the behaviour management section on SIMS, detailing the incident and any action taken.

Pupils must have work to do in the Seclusion Room.

The pupil's name will be entered onto the pro forma in the 'Isolation Room' registering their attendance. A letter will be sent home informing parents/carers of their child being sent to the Seclusion Room.

The Inclusion, Attendance and Behaviour Officer will inform the Head of House, Learning Director, Care and Guidance Team Leader and Leadership Lead for Inclusion that the pupil was sent to the Seclusion Room, along with the parent or carer (by telephone).

The pupil will remain in the Seclusion Room for the rest of the day and until 3.30pm

Guidance for staff managing the Seclusion Room

- Pupils will be escorted to the Seclusion Room by the member of staff who is On Call
- Check that the pupil has a pupil referral form
- Fill in the name, period of the day, time of arrival, from what lesson they have arrived, who sent them and for what reason.
- Sit the pupil at a desk on their own.
- If the pupil has no work then provide them with a task to work on in silence.
- Pupils must work in silence.
- If an Isolation Room referral arrives without a pupil then please inform the Head of House to locate the pupil and take appropriate action for contacting home.

Internal Seclusion

The Seclusion Room is designed to offer support to pupils who are not meeting the high standards expected at The Bemrose School.

The purpose of the Seclusion Room is to help pupils realise that they need to behave appropriately if they wish to take full advantage of all that The Bemrose School has to offer.

The use of the internal Seclusion Room is a sanction that is employed when it is felt that the action of a pupil requires marking with a formal consequence. The Seclusion Room is a serious sanction and should only be used when:

- ✓ The Head of House, in connection with other key staff have exhausted all possible strategies to improve the behaviour of the pupil
- ✓ The actions of the pupil were serious enough to escalate the sanctions immediately to the Seclusion Room
- ✓ A pupil acts in clear defiance of school rules

In all instances it is crucial that the pupil is informed why they are in the Seclusion Room and parents are also informed why the student is in the Seclusion Room.

This practice is very much like that of an exclusion, both in its process and decision making however the outcome is different. It is then logged in the pupils school. A pupil who is internally secluded follows their normal diet of lessons but from the confines of the seclusion room under the supervision of the Seclusion Room manager. This classwork will support the reintegration of the pupil back into main stream lessons.

Heads of House, including the C&G Team Leader and the Leadership Team can use the Seclusion room to their discretion as overseen by the Leadership Lead for Inclusion. This sanction will involve the incident being investigated, the evidence considered, the sanction being agreed followed by a phone call home, supported by a formal letter to the parent and after the sanction a re-integration meeting with the parent and the pupil.

The pupil is expected to be in school from 8am to 3.30pm, they do not have a break and they eat their lunch in the Seclusion Room. If pupils fail to complete work in the seclusion room, the pupil will take this home to complete.

The Seclusion facility allows for reparation, work to be prepared or commenced and it also provides an opportunity for external agencies to engage with the pupil or family if required.

Pupils who are placed in the Seclusion Room will have no contact with the rest of the school. They will be closely supervised at all times.

Pupils who are in the Seclusion Room, will not be able to take part in the activities that The Bemrose School offers until they show that they have earned the right to do so.

If a pupil has lesson 6, it is the teacher's responsibility to collect the pupil from the seclusion room and escort them to the classroom.

Finally, the pupil is placed on report on their reintegration to school. They follow this report for a week reporting to the Inclusion, Behaviour and Attendance Officer daily. This allows for monitoring and further follow up as required. A poor report can result in a pupil being secluded again or the triggering of additional support.

Off-site Seclusion

The off-site seclusion is the last step the school can take before a fixed -term exclusion (suspension). It is a serious sanction and should only be used when:

- ✓ The actions of the pupil were serious enough to escalate the sanctions immediately to an off-site Seclusion
- ✓ A pupil continuously acts in clear defiance of school rules

An off-site seclusion must be agreed by either the Executive Headteacher, Head of School or DSL.

This sanction will involve the incident being investigated, the evidence considered, the sanction being agreed followed by a phone call home, supported by a formal letter to the parent and after the sanction a re-integration meeting with the parent and the pupil.

Exclusion (Suspension) Procedure

Exclusion (Suspension) is the most serious sanction that can be imposed prior to a managed move or permanent exclusion (expulsion). It will be used when all other attempts to correct inappropriate behaviour have failed or for a one-off serious incident. In line with policy we must always endeavour to seclude pupils to a partner school, though in extreme cases we can formally fixed-term exclude if we feel that it is inappropriate for the pupil or receiving school.

Only in extreme circumstances will the school exclude for more than 5 days. In the event of this, the school will explore 6th day provision. For all exclusions (suspensions) of 5 days or less the parent has responsibility for their child. Parents of pupils on fixed term exclusions (suspensions) of 5 days or less must not allow their child to be in a public place during school hours. If they do, they are liable for a fixed penalty notice, issued by the LA.

Only the Executive Headteacher, or in their absence Heads of School may exclude (suspend) a pupil.

Whilst we consider each case on its merits there is guidance below which may be applied to the use of Seclusion and Exclusion (suspensions).

It is hoped that the use of any form of exclusion will be accompanied with the appropriate support, where required, on readmission to school.

The power to discipline a pupil for inappropriate behaviour can be from the start of their journey to school to its conclusion when they arrive home that evening.

Alternative Provision – Night School

Night School is designed for pupils who are at risk of permanent exclusion (expulsion) from the school. In order for the Executive Headteacher to place a pupil in Night School there needs to have been formal documented meetings with parents / carers to discuss the final decision. Usually a pupil has received a Heads Warning and or Governors Final Warning from the school before they transfer to Night School.

Night School takes place every Monday, Tuesday, Wednesday and Thursday evening, 3.30 – 7.30pm. Pupils are expected to attend in full school uniform and they follow a curriculum that is appropriate to their need. Where possible, and especially in KS4, pupils continue with their GCSE courses. Subject specific teachers support the Night School teacher with the planning, delivery and feedback of set work. Pupils also follow a vocational pathway on Fridays. This may involve off-site placements.

Normal mainstream rules apply in Night School and all sanctions and consequences follow the whole school behaviour policy.

Regular reviews take place through the Inclusion Panel. Pupils' progress (both academic and social) is discussed and reviewed. Decisions are made regarding integrating possible students back into mainstream school. This process comes through the Care and Guidance Team.

Heads Warnings and Governors Final Warnings

A Heads Warning is arranged for a pupil when they have received 3 fixed term exclusions (suspensions), or when they demonstrate poor behaviour at a low level, but constantly in and around school. A formal, documented meeting takes place between the Executive Headteacher, the Leadership Lead for Inclusion, the parent / carer and the pupil. In preparation for the meeting the Leadership Lead for Inclusion summarises the pupils file and creates a pastoral summary. This is discussed in the meeting, along with attendance data, academic progress and any additional needs. A support plan is discussed and established to reduce any further incidents of poor behaviour. The meeting is minuted and a letter is sent home to parents / carers summarising the discussed points.

A Governors Final Warning is a very similar meeting to the Heads Warning. It is arranged when a pupil has failed to act on the advice and support offered at the Heads Warning. The same preparation takes place as for the Heads Warning, however at this meeting a Governor is present. It is their role to warn the pupil that if they continue to behave in the same manner then they may be permanently excluded from the school. At this meeting the Executive Headteacher and the Governor may decide to place the student in Night School. Either way, this is the pupil's last warning and further poor behaviour will result in permanent exclusion (expulsion).

Detentions Procedures

Subject and Area Detentions

Areas only set detentions to pupils where learning is not at the standard which is expected, including homework.

Detentions are usually set at either break time, lunchtime or after school. Pupils and parents / carers, should be given 24 hours' notice if the detention is to be longer than 10 minutes. Staff are advised where possible to set detentions on their interventions evening.

If staff wish pupil's names to appear in the weekly bulletin regarding a detention for the following week they must inform detentions@bemrose.derby.sch.uk, before Friday morning. This will allow staff to remind pupils during period 5 of their detention to give them every chance to attend. Staff can also inform period 5 teaching staff by email should they wish.

Leadership Team Detentions

The Leadership Team will conduct a detention once a week for one hour on a Monday evening. This detention is for pupils who have truanted school, been caught smoking on the school premises and / or referrals from the pastoral team where appropriate.

On Mondays, the register of who will be attending the Leadership Team detention will be set by one of the administrators in the main office. Pupils will be collected for the detention before 2.50pm by the Care and Guidance team. Pupils who are late without valid reason will not be allowed into the detention and contact will be made with home.

If a pupil fails to attend this detention, without a valid reason, contact will be made with home. The parents or carer of the pupil will be informed of their child's non-attendance and will be told of their pending action. If a pupil refuses to attend a Leadership Team detention then they will spend the following day in the Seclusion Room.

The Student Report Procedure

Placing a student on a Behaviour Report is an intervention strategy that can be very powerful in supporting a pupil in reforming their behaviour if managed well, especially if it is for a fixed period of time.

A pupil should be placed onto a report if they show consistent poor behaviour in a subject area, by the Learning Director, or in many areas, by the Form Tutor or Head of House. The placing of pupils onto Behaviour Report must be overseen or managed by the C&G Team Leader. It is critical that the C&G Team Leader and the Head of House is informed if any PPL's places a pupil on a Behaviour Report.

Only after the behaviour plans and strategies, either at an area or pastoral level, then a pupil should be placed onto a Academic Report. Incidents and actions must be recorded and filed with the Head of House throughout the process.

Heads of House will support areas when the Learning Director has exhausted the area behaviour plans and strategies, or the student is involved in multiple issues across several areas.

Guidelines for placing a pupil on Behaviour Report. Make the following clear to the pupil,

1. Who they must report to
2. Why the pupil is placed on report
3. When the pupil reports to the appropriate person
4. Where the pupil reports to, room and how long do they wait for the member of staff
5. Follow up any instances of poor behaviour with a sanction however small
6. Ensure that the report is signed by the parents to maintain the communication with home.

Once complete, the report must be passed to the Head of House and go into the pupils file.

Green Report (Form Tutor Report)

- A Tutor initiates: usually after receiving several incident reports of poor behaviour
- The tutor explains to the pupil why it has been decided that it is necessary to put them on a Green Report, the aims and the daily routines of the system
- 1, 2 or 3 targets are agreed with the pupil in order to help them improve their behaviour
- The tutor asks that a standard letter is sent home by the office informing parents that their son/daughter is going onto a Green Report, the reasons why and the duration of the report
- At the start of each lesson the report is placed on the teacher's desk. If it is not, then the teacher should make an appropriate written comment in the report
- At break and lunchtime each day the pupil brings the report to show the tutor
- It is taken home to be signed by a parent/carer and then brought back to school the following day
- If there is clear evidence of targets being met over an agreed period of days then the pupil comes off report
- If targets are clearly not being met then the form tutor should contact parents and then refers the pupil to the Head of House and AHT – KS2/3 for further interventions

Blue Report (Year 7, 8, 9,10 only)

- The Head of House initiates: usually after receiving several incident reports of poor behaviour
- The Head of House explains to the pupil why it has been decided that it is necessary to put them on a Blue Report, the aims and the daily routines of the system
- 1, 2 or 3 targets are agreed with the pupil in order to help them improve their behaviour

- The Head of House asks that a standard letter is sent home by the office informing parents that their son/daughter is going onto a Blue Report, the reasons why and the duration of the report
- At the start of each lesson the report is placed on the teacher's desk. If it is not, then the teacher should make an appropriate written comment in the report
- At break and lunchtime each day the pupil brings the report to show the Head of House
- It is taken home to be signed by a parent/carer and then brought back to school the following day
- If there is clear evidence of targets being met over an agreed period of days then the student comes off report
- If targets are clearly not being met then the Head of House invites the parents / carers into school to discuss further interventions

Achievement Card (Year 11 students only)

- As above
- The monitoring of the pupil's behaviour now passes to the AHT – KS4
- The process is as for Green and Blue Reports
- The focus is on achievement and progress rather than behaviour

Inclusion Support Procedure (Secondary phase)

The Inclusion area is vast and covers a wide variety of pupil's needs. Within the Inclusion team, there is a SENCO, a deputy SENCO and a SEN area (including Elmtree facility and ERF facility for our autistic students). There is also a Care & Guidance Team Leader, pastoral team and a Welcome Group for new arrivals to the school. These teams work together to meet the needs of all the pupils. Teams do not work independently, they interlock with each other to create an effective and supportive package around the individual. The Inclusion team is creative and innovative, and will provide opportunities for all individuals to show success and achievement. Pupils are supported by these plans on the recommendation of the Inclusion Panel. This panel meets once a week to review and plan for the needs of pupils as referred to them by Learning Directors and Heads of House. This panel has admission and exit protocols to ensure that the needs of the pupils are met and there is the capacity within inclusion to meet the demands of the individual.

Power to use Reasonable Force

The legal provisions on school discipline also provide members of staff with the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

Staff must exercise caution and a balancing exercise when judging the best cause of action, when dealing with incidents that may require reasonable force to be used. Avoiding the need to restrain is the recommended policy through calm de-escalation skills with clear and concise instructions.

On the very few occasions when there are incidents that require a physical intervention the staff are directed to follow the following guidance.

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

The Executive Headteacher authorises those staff who work with pupils on a daily basis the opportunity to consider and use physical intervention as a last resort when de-escalation strategies have failed and it is apparent the child, other pupils or staff are at risk. This physical intervention must be minimal and for a minimum period of time.

This is not a direction for staff to have to intervene with a physical intervention should they not feel comfortable to do this. Staff, however, have a duty to secure, help and protect the safety of other pupils and staff.

The following actions would not be regarded as reasonable force:

- Holding a pupil around the neck, collar or restricting breathing
- Slapping, punching or kicking
- Twisting or forcing limbs against a joint
- Tripping a pupil
- Holding or pulling a pupil by the ear or hair
- Holding a pupil face down on the ground

If it is necessary to avert a difficult situation without the physical intervention of a member of staff then the teacher may wish to attempt passive intervention. This is minimal physical contact to resolve a situation calmly. An example of this is when two individuals are fighting - it may be possible to position yourself between them bringing the situation to a halt.

If passive intervention fails it may be appropriate to use a more active physical intervention. This involves minimal force in a minimum time. An example of this is a child refusing to leave the room and showing signs of violence – he/she could be ushered out of the room with a hand on the individual's back.

It is vital to record the details of all significant incidents involving physical intervention and report these to the Executive Headteacher, within 24 hours. The record to the Executive Headteacher should state,

- Who was involved in the incident
- Where it happened
- How the situation came about
- What was done to avoid the need to use physical intervention
- How the amount of physical intervention was minimised
- What physical intervention was used
- What the outcome was.

The pupil's Head of House should also take a statement from the pupil and pass this to the Executive Headteacher too. Following these reports, the school will decide how it will proceed in response to the pupil's behaviour.

Training

Our staff are provided with training on managing behaviour, including proper use of restraint, as part of their induction process. Behaviour management will also form part of continuing professional development.

Off-site behaviour

Sanctions may be applied where a pupil has misbehaved off-site when representing the school, such as on a school trip or on the bus on the way to or from school.

Malicious allegations

Where a pupil makes an accusation against a member of staff and that accusation is shown to have been malicious, the Executive Headteacher will discipline the pupil in accordance with this policy. Please refer to our Safeguarding Policy for more information on responding to allegations of abuse. The Executive Headteacher will also consider the pastoral needs of staff accused of misconduct.

Uniform Standards

School uniform should be worn smartly at all times to and from school and, of course, in school. Pupils and parents are aware of the uniform expectations and clear details are provided in the student planner and on the school website. It is imperative that all staff tackle standards of poor uniform and appropriate appearance, and inform Form Tutors and Heads of House as appropriate. Pupils who continue to wear inappropriate uniform or do not follow the Uniform Policy (**Appendix 2**) will be challenged, if the pupil and parent require support, this will be passed onto the DSL. If a pupil's uniform is a regular issue they will be isolated until they acceptably confirm to the school's policy.

Mobile Phones

Mobile phones are allowed in school, if used appropriately. All mobile phones must be either switched off or on silent.

Appropriate use examples:

- Class Teacher allows the pupils to use their phones for lesson purposes.
- Pupil may use their phone to look at their timetable.

Inappropriate use examples:

- Pupil's taking photos of themselves or others.
- Listening to music
- Use of social media

If a pupil uses their mobile phone inappropriately, it will be confiscated and placed in the school's safe in Reception. The member of staff who removes the phone from child must complete a Confiscation slip and pass this to the child. It is that member of staff responsibility to put the phone in the safe. (**see consequence guide Appendix 6**)

Confiscation and Searching of Students

Under the statutory guidelines as laid out under Section 91 of the [Education and Inspections Act 2006](#), and the Department for Education document [Searching, screening and confiscation - January 2018](#), schools have a duty to ensure that all pupils and staff are safe and that all pupils have every opportunity to be able to learn in an environment that is safe and conducive to work.

The Bemrose school reserves the right to search and confiscate items from pupils should they feel that they are placing the safety of others at risk or challenging the harmonious learning environment of all.

Any search will be conducted under the agreed National guidance. All searches will involve two members of staff, one of which must be the same gender as the pupil and is only directed by the Executive Headteacher. Any search must take place in an appropriate place where confidentiality and human rights are observed. Most importantly it should be explained to the pupil as to why the search is being carried out and possible consequences.

Should, during a search, an item be found that is inappropriate, this item can be confiscated and placed in an envelope in the school safe with the pupils name on it for identification purposes. The pupil and the parents/carers should be informed as to why the item has been confiscated and how and when they can have the item returned to them (if appropriate). Professional judgements should be made around the returning of certain items. If it is felt, for example, that the confiscation of a mobile phone outside of school hours places a pupils safety at risk then the mobile phone should be returned at the end of the school day.

Items that are brought into school that put the safety of pupils or staff in danger, will result in the pupil's school place being questioned. There will be serious consequences for pupils who choose to bring weapons, other dangerous items or illegal substances into school. The police may be contacted and sanctions will be imposed according to the school's behaviour policy.

If a student has used a mobile phone or electronic device to gather images that may place other pupils at risk, the school reserves the right to retain this and pass it to the police. The school will not tolerate cyber bullying or the use of pupil images placed onto the web for public consumption. The school will treat these matters seriously.

The primary concern is to ensure that all staff and pupils are in a safe and harmonious environment.

Procedure

1. Member of staff feels a pupil presents a danger to others or the learning environment as they possess an inappropriate item
2. Use alert to call 'On call' member of staff.
3. 'On call' member of staff removes the pupil from the room and investigates the incident with the Head of House.
4. The incident is documented and any action required is considered by the Executive Headteacher, Heads of School, DSL or the Leadership Lead for Inclusion.

5. The Pupil is not returned to the classroom until they are considered to be of no danger to anyone else.
6. They should be isolated in the Isolation Room or with a member of the Leadership Team.

Smoking on the school site

Smoking is defined as the action of inhaling and exhaling the smoke of tobacco. Any devices which mimic smoking, such as e-cigarettes or vapes, are also covered by the policy below.

Smoking or vaping are not permitted at The Bemrose School or in its surrounding area.

If pupils break this rule school staff will respond to the unacceptability of the issue on both legal and health grounds in terms of safeguarding the pupils and educating them effectively for their future lives. This also appropriately aligns the issue of smoking or vaping with other aspects of misbehaviour that the school rightly responds to seriously and firmly and ensures a consistent response whatever the age of student.

Procedure

The Bemrose School issues a detention and sends a letter home to parents / carers when a pupil is caught smoking or vaping on the school site. If a pupil persists in smoking or vaping and this happens repeatedly throughout the year, and the detention and communications with home have no impact on changing the pupil's behaviour. Then the school have links with external agencies who offer support to young people through smoking cessation sessions on Wednesday and Thursday break times. These sessions run on a 4 week cycle.

A tiered sanction system for pupils who are caught smoking or vaping on the school site has been introduced. If a pupil continues to smoke or vape on the school site, then their parent / carer will receive a £10 fine.

1st incident A referral to the Wednesday smoking cessation programme

2nd incident A Leadership Team Detention and a letter home to parents / carer

3rd incident A letter home to parents issuing them with a £10 fine

A 2 day seclusion visit

A parental meeting with the Care and Guidance Team Leader

If the parent does not pay the fine (payable by cash or cheque to reception) then the student will not be allowed to participate in any out of school activities including trips, talent shows or reward events.

The third tier may be repeated numerous times if the pupil repeats their smoking behaviours and refuses to accept the previous sanctions.

Pupils found in a group where smoking or vaping is taking place will all be dealt with as though they had been smoking or vaping. In the past, some pupils have denied involvement and blamed others. We want to treat all pupils as mature young adults and therefore offer them the opportunity to act accordingly when friends have decided to break the school rule. All pupils can, therefore, choose to walk away from

a group where smoking or vaping is taking place. This not only confirms the adherence to school policy but also reduces the dangers they face with passive smoking.

N.B. If smoking paraphernalia is found, it will be confiscated and destroyed by the school.

Pupils who are found to have brought a vape or any vaping paraphernalia into school. Including NPS, which is defined as a chemical substance that changes brain function and results in alterations in perception, mood, or consciousness such as THC (Tetrahydrocannabinol), and CBD (Cannabidoil) on to the school site, used them during the school day, or out of school whilst wearing school uniform or clearly identified as a Bemrose pupil, will be dealt with by the Executive Headteacher, through the school's behavioural procedures.

Parental and Visitor conduct

Visitors and parents are more than welcome and encouraged to visit the school, though must always be signed onto the premises and conduct themselves in a manner that is respectful, polite and conducive to the smooth running of the school. On the very rare occasion that a parent does not live up to these expectations they will be asked to leave the school premises. If the parent refuses, or conducts themselves in a manner further that is felt to be threatening, the Executive Headteacher can ban the parent from the premises following the procedures laid out below.

- A member of the Leadership Team should be contacted for support.
- If additional support is required i.e. the police, the member of the Leadership Team will make that decision and ideally with the guidance of a second member of the Leadership Team.
- Following this, the incident, in full, must be emailed to the Executive Head teacher by all involved.
- The Executive Head teacher may then decide to ban the parent from the school premises. The parent will be notified by a formal letter.

'The Golden Rules' (Primary Phase)

- Respect each other
- Use kind words
- Always try your best
- We wear our uniform with pride
- Keep your hands and feet to yourself
- Listen to all adults and children

We will encourage the pupils to follow these Golden Rules through positive behaviour management strategies.

All behaviour incidents will be reviewed every half term. Individual pupil's behaviour and patterns of behaviour will be analysed so that actions can be taken to secure better behaviour.

If a pupil does not follow the school rules they will follow the sanction procedure;

Primary Procedures

Stage 1

If a pupil is disruptive in class, any adult working within the classroom shall remind the pupil of the expected behaviour and praise other pupils who are following the Golden Rules, rewarding where deemed appropriate.

If the pupil continues to be disruptive they will be issued with the first yellow card. The warning card will be in front of their name in a portrait orientation. If a pupil corrects their behaviour the yellow card can be removed; a pupil can earn back their 'Great to be Green' status. If a child ends the day on a 1st warning they will lose 5 minutes of Golden Time at the end of the week.

Stage 2

If a pupil continues not to follow the Golden Rules then they will be issued with a second yellow card, and the card will be placed in front of the pupil's name, landscape orientation. During the warning period if the pupil continues to be disruptive the teacher may ask the pupil to move to a place determined by the teacher as a more sensible and productive place to work. If a pupil changes their behaviour the warning card can be removed; a pupil can earn their way back to a first warning. If a pupil ends the day on a second warning they will miss 10 minutes of Golden Time at the end of the week.

Wherever possible teachers will try to employ in-class strategies to address behavioural issues and will try to avoid moving the pupil onto the next stage.

Stage 3

If the disruptive behaviour continues to the detriment of others working within the class the pupil may be asked to stand outside of the classroom for up to 5 minutes to calm down and think about their behaviour. The teacher, within that 5 minutes will speak to the pupil to establish the issue and invite the pupil back into the classroom when he/she feels they are ready to work sensibly with the other pupils in the class. At this point the pupil will then be issued with a final consequence card – a red card. The consequence card will result with the pupil losing playtime or lunchtime minutes. During this time they will reflect on what it is they have done wrong, why it is wrong and what they need to do to avoid repeating this behaviour. This reflection will be done in the Learning Mentors' room with one of the Learning Mentors. The Learning Mentor will record the red card on SIMS.

If a pupil receives three red cards in a half term they will be told that any further red cards will result in them missing their lunchtime to do their reflection / consequence activities.

Any red cards received, after the third red card will result in the pupil missing their lunchtime. A pupil will not miss both their break and their lunchtime for a red card. At the end of each half term, every pupil's red card total is returned to zero so they can make a fresh start to the new term.

Some misbehaviour within the Primary Phase may result in a pupils being given the same consequence as at the consequence card stage where the pupils lose minutes off a playtime or lunchtime, according to their age.

Stage 4

If a pupil reaches the consequence card stage, and continues to behave in a way which is contrary to the school's expectations, the pupil's name will be put in the Behaviour Book (a record of the Behaviour Book is kept on SIMS). The class teacher will fill out a Behaviour Book entry form (copies available on the server or in the staffroom). This form will be sent to the office and a member of the administration team will produce a behaviour letter. The letter will go to the teacher and they will pass this on to the parent on the same day as it was issued, wherever possible. If a parent is unavailable, the letter will be posted home. The original form will then be passed back to the Learning Mentor and will be inputted onto SIMS.

Any pupil entered in the Behaviour Book will miss their lunchtime and will complete a reflection activity in that time.

Some very serious misbehaviour may result in pupils being placed straight into the Behaviour Book, missing their lunchtime and doing reflection activities and / or losing their Golden Time.

At The Bemrose Primary Phase we consider the following actions to be intolerable;

- Swearing
- Physical contact with the intention to hurt, including any forms of bullying
- Racist behaviour
- Homophobia
- Stealing
- Deliberate damage to property

The number of entries into The Behaviour Book will be recorded on a termly basis. At the start of every new term all pupils will start from 0. However, the number of entries over the year will be kept, and will be analysed. All entries will be discussed with parents either when their child is collected from school or via a phone call from the class teacher.

If a pupil continues to be entered into the Behaviour Book, the following actions will be taken;

- 1st 2nd and 3rd entry – The class teacher will send home the behaviour form to the parents with a verbal explanation either via face to face or through a phone call home.
- 4th entry – The class teacher will send home a copy of the behaviour form and a formal meeting will be arranged. The class teacher, parents/carers and the pupil. The meeting will be minuted and the minutes will be kept centrally within the pupil's school file.
- 5th Entry – The Class teacher will send home a copy of the behaviour form and a formal meeting will be arranged. The class teacher, parents/carers, pupil and the Deputy SENCo / SENCo will be present at this meeting. The meeting will be minuted and the minutes will be kept centrally within the pupil's school file. The role of the Deputy SENCo / SENCo in this meeting will be to support the pupil, family and class teacher to create a contract, including a behaviour system e.g. behaviour chart. In some cases an IEP may be started. A review meeting will be set up within two weeks to review the pupil's behaviour. At this point the Behaviour Book will be used to log incidents to use during the evaluation process.

- 6th Entry – The Class teacher will send home a copy of the behaviour form and a formal meeting will be arranged. The class teacher, parents/carers, pupil and the Head of Primary will be present at this meeting. At this meeting all the evidence will be collated and discussed; a formal arrangement will be made which may include outside agencies. Other strategies may also be employed, e.g. the use of seclusion in the secondary phase. At this meeting the Head of Primary will state that the next entry into the book will be a Head's Warning meeting held with the Executive Headteacher, pupil and parents/carers. This meeting will be minuted and the minutes will be kept in the pupil's school file.
- 7th Entry – A Heads Warning meeting to be arranged. This is chaired by the Executive Headteacher and the pupil, parents/carers and the Deputy Headteacher - Inclusion or Head of Primary will be present. This meeting will be minuted and the minutes will be kept in the pupil's school file.
- 8th Entry – Governors Final Warning. This is chaired by a School Governor, and the pupil, parents/carers, Executive Headteacher, and the Leadership Lead for Inclusion, or Head of Primary will be present at this meeting. This meeting will be minuted and the minutes will be kept in the pupil's school file.

Guidance for staff managing dangerous situations;

- The safety of the pupils is paramount in all situations. If a pupil's behaviour endangers the safety of others, the class teacher will stop the activity and take preventative action either by removing the pupil or the rest of the class from the situation.
- If necessary a call is made for a member of the Leadership Team to support the pupil causing the disruption.

Monitoring in the Primary Phase;

This policy supports all the areas of teaching and learning. Behaviour in school will be recorded through pupil referral forms and SIMS entries. Progress towards individual targets will be recorded on individual behaviour/education plans. The Head of Primary will monitor behaviour and evaluate the impact of this policy through pupil referral forms, SIMS entries, formal and informal observations made, discussions with pupils, staff and parents.

Fixed Term and Permanent Exclusion Procedure

Please see above outlining details for both the Secondary and Primary Phase of The Bemrose School.

Performance Indicators

1. The number of days and individual pupils who are excluded, secluded or isolated. Or in Night School.
2. Pupil attendance should be above the national average in both the Primary and Secondary phases.
3. The number and percentage of pupils with pupil referral forms in the Primary phase and behaviour management entries in the Secondary phase.
4. The number and percentage of pupils who attend a rewards.

APPENDIX 1

The Bemrose School Classroom Expectations

Make the environment conducive to learning

- ✓ There should be good quality displays
- ✓ The classroom should be organised and tidy
- ✓ Building and furniture faults must be reported promptly

Pupils enter the classroom in an orderly way

- ✓ Staff must supervise Pupils as they arrive
- ✓ Pupils must be aware of and operate the appropriate routine for entry
- ✓ Staff must check uniform and appearance on entry and respond to issues accordingly
- ✓ On entry, pupils should remove coats and outer wear, get out equipment, books and planners and show they are ready to learn
- ✓ Students should not chew gum
- ✓ The lesson must have a prompt start during which the teacher clearly establishes the purpose of the lesson objectives and relates them to previous learning

Create a positive start to the lesson

- ✓ The lesson must have a clear beginning/middle/end structure
- ✓ It must meet the expectations for outstanding/good on the Ofsted lesson observation sheet
- ✓ It must be informed by a Scheme of Work
- ✓ Off task chatter must be kept to a minimum
- ✓ The lesson should include a variety of learning styles
- ✓ Teaching Assistants work constructively with the teacher and pupils in a planned way

Encourage positive relationships

- ✓ The teacher must monitor individuals and groups, checking for understanding, progress and on-task behaviour
- ✓ The teacher must use rewards and praise regularly
- ✓ The teacher must be firm and fair over school rules with particular reference to behaviour and dress
- ✓ Behaviour management issues must be dealt with in the context of the school policy
- ✓ Pupils must know why a particular course of action is followed

Create a positive end to the lesson

- ✓ The end of the lesson should include a plenary session during which the key question is reviewed
- ✓ Homework must be set in sufficient time for students to record it in their planners
- ✓ Homework must be of an appropriate level to challenge students according to their abilities
- ✓ Pupils must leave the lesson in an orderly fashion having followed established exit and tidying up routines
- ✓ Pupils should be checked for the appropriate dress as they leave

During a lesson pupils should not be allowed out without written permission and only in exceptional circumstances.

If a pupil is allowed to leave a lesson then only one pupil should be out of the lesson at a time. The pupil must have a 'permission to be out of lesson' card from the member of staff.

Pupils should not be allowed out to go to the toilet. It is School policy that pupils should go to the toilet at break or lunch.

Exceptional circumstances will apply. Pupils who are sent to the toilet must have their permission card with them. Pupils without a valid pass will be returned to lessons. Pupils (who haven't got a toilet pass) are not allowed to go to the toilet in the first 10 minutes of a lesson. Pupils will be returned to lessons in this time.

APPENDIX 2

The Bemrose School Uniform Policy

We believe uniform contributes to the ethos of the school and sets an appropriate tone. We are a good school who strives for outstanding, and take great pride in the appearance of our pupils. We ask parents to fully support the school's uniform expectations.

Governors believe that a consistent, smart and affordable uniform

- promotes a sense of pride in belonging to the school
- identifies the pupils with the school
- fosters a sense of equality among pupils
- prepares pupils for the expectations of working life

THE CLASSROOM and VISITS UNIFORM FOR SECONDARY PUPILS CONSISTS OF

- black school blazer
- white shirt which buttons to the collar and school tie
- striped school tie for most, pin badge for traditional dress, plain tie for House and Sports Captains,
- traditional dress (including an abaya, a jilbaab or a salwar kameez) with a plain black scarf in the winter, optional white scarf in the summer (Easter to October)
- black trousers for either gender, not jeans or leggings
- black knee length skirt for girls
- black knee length, tailored shorts, optional in the summer (Easter to October)
- tights or socks
- black shoes or plain all-black trainers
- hats shall not be worn in school other than traditional head coverings
- garments covering the face e.g. veils, should not be worn
- Facial piercing – clear stud only.
- acrylic or any other type of false nails are not appropriate for school and should not be worn
- no extreme hairstyles or hair colours. Hair colours should be natural. All students with long hair must tie it back for PE, DT and science lessons.
- jewellery should be a maximum of one small discrete ring, one necklace worn under the shirt, stud or small hoop earrings and a simple discrete bracelet and watch

THE SECONDARY P.E. UNIFORM CONSISTS OF

- Red or black T shirt or Polo Shirt
- Black Shorts or Black Tracksuit Bottoms
- Red or Black Sweatshirt or Jumper (No Coats, Zipped Jackets or Hoodies)
- Trainers
- Red or Black Football Socks
- Football Boots for boys
- Hair bobble

(All P.E. kit must be clearly marked with pupils full name)

THE CLASSROOM and VISITS UNIFORM FOR PRIMARY PUPILS CONSISTS OF

Winter: October Half Term until Easter

- Black trousers / shorts
- Black skirt / pinafore
- White shirt / blouse
- House coloured tie
- Black sweatshirt/jumper or black cardigan with Bemrose school logo
- Sensible black coloured shoes. No open sandals or high heels
- Black / white socks/ black tights
- Plain, dark coloured coats
- Earrings are to be stud earrings only

Summer: Easter until October Half Term

- Yellow & white striped or checked dress
- Yellow polo shirt with Bemrose school logo & black shorts/skirt
- (Earrings are to be stud earrings only)

PE Kit

- Yellow t-shirt
- Black tracksuit bottoms and jumper
- Black shorts
- Trainers

APPENDIX 3

Pupil incident

Click on the pupil's name on the register



Behaviour Management
(right hand side of the register)



3. Behaviour



NEW



ACTION TAKEN

TYPE

STATUS

(drop down menu)
unresolved)

(drop down menu)

(resolved or



Comment (if needed)



OK

Only enter once during the lesson, if you want to comment more on the behaviour in the lesson, click on OPEN on the entry.

APPENDIX 4

Standard letter for reports

Dear.....

I am writing to you as I am becoming increasingly concerned with’s attitude to some lessons in school and with their behaviour in general.

I will be placing on report to myself and together with their Form Tutor, we will monitor their progress.

If there is no improvement, or we still have concerns, then we will invite you to a meeting to discuss the situation.

The report will be presented to their Head of House at the end of each day. will be responsible for the report and if they misplace or lose it, then it will be classed as a fail; three fails will result in a one-day seclusion.

I would appreciate your support in this matter and I look forward to seeing an improvement in’s behaviour.

Yours sincerely

HOH

Appendix 5

Behaviour policy for IT resources and usage of internet

Low level of abuse of IT resources. E.g. – pupils found playing games on websites that are not task related

Warning by teacher. Repeat offenses during the lesson - detention by the class teacher and an internet ban for one week (applies to all lessons). An email should be sent to ICT Services and the Learning Director - ICT for action.

Higher level of abuse of IT resources. E.g. – accessing inappropriate websites, including pornography, trying to hack into the school network, or vandalising school IT resources

Seclusion for 2 days, computer access ban for 2 weeks (applies to all lessons) with a letter home to parents. All information should be emailed to ICT Services, Learning Director – ICT, and Head of House for action.

Appendix 6

Consequence Guide – updated June 2021

This is a consequence **guide** for staff to refer to, with discretion from the Executive Headteacher, Head of school and DSL.

Poor Behaviour

- Swearing directly at an adult = Isolated for the rest of the day and or one day in seclusion
- Swearing towards an adult = Isolated for the rest of the day and or one day in seclusion
- Running off from leadership detention = one day in seclusion
- Inappropriate IT use = Refer to DSL
- Damage to school property = Refer to AHT.
- Poor corridor behaviour = press on call or refer to HOH

Lesson Behaviour

- Misbehaviour in lesson =three reminders results in buddy room or if serious IR. First incident: verbal warning. Second incident: move to a different place third incident: remove child from the room for 2 minutes. Fourth incident: buddy
- Misbehaviour in buddy = isolation until 3.30pm that day
- 2 buddies per day = 1-day seclusion
- 3 buddies per week = 1-day seclusion.
- Area detentions before referred to leadership detention

Seclusion

- Late to seclusion = stay until 4pm (if we can get hold of parents) or make up time the following day (during their own time at 2.50pm or 8am)
- Graffiti in seclusion = one additional day in seclusion
- Walk out of seclusion = redo day.
- Fail to complete work = work is sent home with the child for homework.
- Disruption in the seclusion room = refer to HOH
- Lesson 6 = children can go to lesson 6 if they are collected from seclusion

Aggressive behaviour/fighting (in school)

- Fighting in school = varied depending on severity of offence: RJ outcome, one/two/three-day seclusion, off site seclusion or exclusion.
- Pre-planned fights = minimum of 3 days seclusion
- Verbally aggressive towards staff = 1 day seclusion and RJ
- Physical aggressive towards a member of staff = seclusion then refer to C&G team leader and HT

Aggressive behaviour/fighting (outside school)

- See notes above
- Also liaise with the Neighbourhood watch officer to look at the child/ren giving back to the community or school.

Canteen Behaviour

- Misbehaviour in canteen = varied depending on severity of offence: ban for one day, ban for a week (dinner lady to support), one/two/three day in seclusion; offsite seclusion, exclusion.
- Stealing from the canteen –refer to Care & Guidance Team Leader

Mobile Phones

- Mobile phone first offence = please ask the child to put it away, if it is being used inappropriately
- Mobile phone. Second offence = confiscation – if it is being used inappropriately. (Child's mobile must go in the school safe and a slip must be issued to the child)
- Refusal to hand over mobile phone = on call
- Refusal to hand over mobile phone to on-call = senior management
- All mobile phones must be returned to the child on a Friday or at the end of the school if there are concerns around the welfare of the pupil.

Smoking

- Smoking (first offence) = four weekly smoking sessions, letter home.
- Further smoking offence = Leadership detention
- Further smoking offence = fine £10 each time

Truancy

- Truancy first offence = parent letter formal warning and Lunch time detention
- Truancy second offence = LD detention, contact home and letter
- Truancy third offence = After school detention until 4.30pm, contact home and letter
- Truancy any further offences = after school detentions until 6.00pm on TSD evenings.
- Repeated truancy = penalty notice.

PE

- Forgets to bring their PE kit = they are to borrow clean kit from school.
- Refusal to borrow kit = isolation.
- Refusal to remove facial piercing (inc clear studs) = isolation

- Endangering themselves or others = isolation

Punctuality

- 3 lates to school in a week – C&G Area detention on a Tuesday evening until 3.50pm
- Punctuality Blitz 1 week per half term. (lessons)
- Repeated lateness = Penalty Notice issued to parents.

School Uniform

- Please refer any concerns to the child's HOH.

Facial Piercing

- Pupil who has facial piercing (that is not clear studs) will be asked to remove the stud/bar.
- If the Pupil refuses to remove the stud/bar, please send them to HOH. We can provide them with a clear stud.
- If the child refuses to except the clear stud = Isolation.

Racism/Sexual Harassment/Homophobic comments

- Racism = zero tolerance, educational talk (seclusion/off-site seclusion or exclusion (suspension) RJ, formal warning, add to racism log (email Angie and use reverse of orange and green slips)
- Sexual Harassment = zero tolerance, educational talk (seclusion/off-site seclusion or exclusion (suspension)) RJ, formal warning, add to Sexual Harassment log (email Angie and use reverse of orange and green slips)
- Homophobic comments = zero tolerance, educational talk, seclusion/off-site seclusion or exclusion RJ, formal warning.
- Bullying = = zero tolerance, educational talk (seclusion/off-site seclusion or exclusion) RJ, formal warning, add to bullying log (email Angie and use reverse of orange and green slips)

Drugs/Weapons

- Possession of drugs = zero tolerance – refer to leadership team immediately.
- Possession of a knife = zero tolerance – refer to leadership team immediately.

Appendix 7 – Golden Rules Posters

Primary

The Bemrose School Golden Rules

- Respect each other
- Use kind words
- Always try your best
- Keep your hands & feet to yourself
- Listen to all adults & children



Be on time

Equipment out and ready to learn

Mobile phones off

Respect others by listening

Off with coats in lessons

Speak in English

Eating chewing gum is not allowed

GOLDEN
RULES!

Learning together, working together, achieving together