

**BEHAVIOUR POLICY**

<b>Review Body:</b>	Development & Admissions
<b>Leadership Group Responsibility:</b>	Assistant Headteacher
<b>Type of Policy:</b>	Statutory
<b>Review Period:</b>	Every three years
<b>Reviewed:</b>	October 2018
<b>Next Review:</b>	October 2021

Rainham Mark Education Trust is dedicated to ensuring that our schools' environment supports learning and the wellbeing of students and staff through a strong sense of community cohesion. Cooperation, support, and respect are the foundations of our community and we work hard to provide safe schools where students feel included in every aspect of school life and comfortable to voice their opinions.

This policy outlines what we expect from all our students in terms of their behaviour, and the sanctions that will be enforced if this policy is not adhered to. It extends to all members of our school communities and is written in line with our governing body's statement of behaviour principles. Good behaviour and self discipline have strong links to effective learning, and are vital for pupils to carry with them both during and after their school years.

**1. Aims**

Rainham Mark Education Trust believes that all pupils should be aware of the standards of behaviour that are expected of them, and takes responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the schools built on trust and understanding, and that through the use of this policy we can support all of our students in developing a high level of social awareness. Our aim is to ensure that all our students leave school with the key skills they need to continue to progress to the best of their ability in all areas of life.

**2. Standards of behaviour****2.1 Schools**

The trust understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who comes to the school must act responsibly and professionally, and will never denigrate students or colleagues. We work hard to ensure that discipline is consistent across the schools so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, taking into account SEN needs and disabilities as well as the additional challenges that some vulnerable students may face. Staff are trained to deal with behavioural strategies as part of their continual professional development, and are well informed of the extent of their disciplinary authority.

We work with parents to understand their children and their behaviour and believe that in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community. Each school will report behaviour, good or bad, to parents regularly. We encourage parents to communicate with their school if they have a concern about their child's behaviour, and we will do as much as is possible to support parents as and when they need it. We promote good behaviour within the school curriculum and reminders of school rules and expected standards of behaviour are up on walls in classrooms and situated around the school.

Staff are a constant presence around the schools, in-between classes, during breaks in the school day, and at lunch times, to check that students are using the school grounds respectfully and behaving appropriately.

We recognise that where individual pupils are engaging in continuing disruptive behaviour this can be as a result of unmet mental health needs. If such needs are identified we will do all we can to ensure that the pupil receives appropriate support. We recognise our legal duties under the Equality Act 2010 in respect of students with SEN and/or disabilities. Whilst all students identified with SEN and/or disabilities are covered under this behaviour policy, we recognise that these students often require support which is different from, or in addition to, that required by their peers in order to take full advantage of the educational opportunities available to all students. An Individual Behaviour Plan will be used for students whose SEN and/or disabilities cause them to display challenging behaviour. Advice will be sought from external agencies where necessary to assist with putting in place appropriate support strategies, which will be monitored and reviewed. Please read the school's special educational needs policy for more information.

The school will take all reasonable measures to ensure the safety and wellbeing of all students and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of pupils' social, emotional and behavioural skills. For more information, see section 5 of this policy.

## 2.2 Students

The trust expects all of its students to show respect to one another, to school staff, and anyone else that they may meet. Incidents of bullying, denigration, or bringing intentional harm to other students or staff will not be tolerated. Pupils are ambassadors to our schools even when off school premises and we expect them to act accordingly. They are expected to obey school rules, listen, follow instructions by staff, and accept and learn from any sanctions that they receive. This extends to any arrangements put in place to support their behaviour, such as *pastoral support programmes or parenting contracts*. School work and homework should be well presented, completed to a high standard, and handed in on time.

Failure to hand in work on time will lead to disciplinary sanctions. If students are struggling to meet the requirements of their workload for any reason, they should discuss this with their tutor who will work with them to draw up a support plan. The school asks that pupils carefully read and then sign a **home-school agreement** to show that they have understood what is expected of them and acknowledge the responsibility that they have for their own behaviour. Under no circumstances will illegal or inappropriate items be brought into school, and all students will respect and look after the school premises and environment. The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in exclusion, depending on the circumstances.

- verbal abuse to staff and others
- verbal abuse to pupils
- physical abuse to/attack on staff
- physical abuse to/attack on pupils
- indecent behaviour
- damage to property
- misuse of illegal drugs
- misuse of other substances including "legal highs"
- theft
- serious actual or threatened violence against another pupil or a member of staff
- sexual abuse or assault

- supplying an illegal drug
- carrying an offensive weapon
- arson
- unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour.

### **2.3 Parents**

Parents play a big part in ensuring that their children are responsible for their own behaviour in school. We ask that parents sign the **home-school agreement** to indicate that they will respect and support the school's behaviour policy and the authority of the school staff. Building school life into a natural routine – ensuring that your child is at school on time, appropriately dressed, rested, and equipped – will encourage your child to adhere to school rules and procedures.

In common with other publicly-funded organisations, such as the NHS and Police, the school expects that all members of its community are treated with courtesy and respect. The school has a zero-tolerance approach to any individual who behaves aggressively towards members of staff or students, or who uses vulgar or inappropriate language. In situations where such behaviours or language are exhibited – whether in person or via telephonic or electronic media – the school or its representative will terminate the conversation/meeting and, if appropriate, will ask the individual concerned to leave the school site until such time as s/he is able to conduct her/himself appropriately. Should any individual not accede to such a request other authorities, including but not limited to the Police, may be contacted.

Teaching staff, in particular, do not have access to emails whilst teaching, and we are privileged that so many of our staff run activities for our students both at lunchtime and after school. Hence, it is important to allow all staff sufficient time to read and respond to emails. We do not expect members of staff to respond to emails from home, out of their normal working hours.

Parents wishing to meet with a member of staff should telephone the school office to arrange a meeting. At least 48 hours' notice is normally required. Parents/carers should not expect a member of staff to be able to see them if they arrive in reception and ask to see a member of staff immediately. In such instances, parents will be politely reminded of the need to make an appointment and will be given the school email address or telephone number to allow them to do so.

We ask parents to work with the school in support of their child's learning, which includes informing the school of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents be prepared to attend meetings at the school with staff or the headteacher to discuss their child's behaviour and to adhere to any parenting contracts put in place.

In the case of exclusions, we ask that parents provide appropriate supervision for their child during the time that they are excluded from school and, if invited, to attend a reintegration interview at the school with their child.

#### **School rules that apply at all times to all members of the school communities**

- Always be on time.
- Keep your appearance smart and tidy, and wear regulatory school uniform at all times to and from school.
- Rude, derogatory, racist or defamatory language will not be tolerated.

- Be considerate of your peers and the extended community. Do not run through hallways and corridors, do not shout out during lessons, or shout to one another in hallways, or when in public places.
- Be polite and respectful at all times. This applies to staff, other pupils, any visitors to the school, and to members of the general public.
- Take care of your environment, both on the school site and outside, and keep it tidy. Do not litter and do not vandalise property in any way.
- Unauthorised absence from school will not be tolerated.
- Health and safety equipment is only for use in emergency situations and should not be tampered with under any circumstances.
- Disobeying staff is not tolerated.
- The following items are not allowed in school under any circumstances:
  - Alcohol and drugs including “legal highs”
  - E-Cigarettes, Cigarettes, matches, and lighters
  - Chewing gum
  - Weapons of any kind
  - Material that is inappropriate or illegal for children to have; such as racist or pornographic material
- Gambling is not allowed on school property.

### **3. Drugs**

The trust will not tolerate drug use of any sort on school property or during off-site school activities. The trust takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

#### **Prescription drugs**

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

#### **Non-prescription drugs**

Some over-the-counter drugs can be harmful if misused. We advise that students should not carry these in school. If they need medication they can go to the school nurse.

#### **Medication**

We are aware that it may be necessary for some students to take medication during the school day. Parents should make the school aware of this in writing as soon as their child starts taking the medication.

### **4. Alcohol**

Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

**All of these rules also apply when travelling to and from school.**

### **5. Bullying**

Rainham Mark Education Trust wants to make sure that all students feel safe at school, and accepted into our school communities. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our behaviour policy and will not be tolerated, whether it is a one-off incident or an ongoing campaign.

Bullying can be verbal or physical, by person or by electronic, on-line or written means and can be directed at both staff and students. The trust practices a preventative strategy to

reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and everything we do at each school. It is made very clear to pupils what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does come up, the school will:

- take it seriously
- act as quickly as possible to establish the facts
- record and report the incident; depending on how serious the case is, it may be reported to the headteacher
- provide support and reassurance to the victim
- make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and the school will make sure that they understand what they have done and the impact of their actions
- ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used
- consider a fixed term exclusion in cases of repeated bullying.

## 6. Disciplinary Sanctions

Section 91 of the Education and Inspections Act 2006 introduced a statutory power for teachers and certain other staff to discipline students. Rainham Mark Education Trust operates a number of disciplinary measures which can be found in each school's individual policy.

Sanctions are adapted relating to the seriousness and frequency of the behaviour.

## 7. Searching and Confiscation

Following guidance set out by the Education and Inspections Act 2006, our members of staff are authorised to use confiscation as a disciplinary sanction if it is lawful. This means that staff may confiscate or seize items in the possession of students that are illegal, or banned by the school. It is our first priority to ensure that students are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other students or themselves will be taken off students without notice.

A teacher or someone who has lawful control of the child can search a pupil **with their permission** to look for any item that the school's rules say must not be brought into school. Headteachers and other members of staff authorised by them have the power to search a pupil **without the pupil's consent** if they suspect they are in possession of 'prohibited items'. Prohibited items that can be searched for without consent include:

- knives or weapons
- alcohol
- illegal drugs
- "legal highs"
- stolen items
- e-cigarettes, tobacco and cigarette papers
- fireworks
- pornographic images
- articles that have been or could be used to commit an offence or cause harm.

The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this.

Any cigarettes and e-cigarettes confiscated in school will be destroyed.

## **8. Use of force**

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:

- committing any offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student);
- causing personal injury to, or damage to the property of, any student (including him or herself); or
- prejudicing the maintenance of good order and discipline at the school or among any students receiving education at the school, whether during a teaching session or otherwise.

Rainham Mark Education Trust does not encourage the use of force and it will be used very rarely in special circumstances. There is no definition of when it is reasonable to use force, and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

All staff at each school have the authority to use force when reasonable, and this extends to any other person whom the head has given the responsibility to be in charge or in control of the students. Staff can also use this power when they are lawfully in charge of students but off the school premises – i.e., on a school trip.

Following serious incidents involving the use of force, the school will speak to the parents concerned. It is up to schools to decide whether it is an appropriate occasion to report the use of force to parents.

Such serious incidents involving the use of force will also be recorded by the school.

## **9. Attendance**

Regular attendance at school is required by law, and Rainham Mark Education Trust takes attendance very seriously. There is a register taken daily, and disciplinary action will be taken against any pupils who are discovered to be truanting or are repeatedly late. Parents or carers will be contacted to discuss possible reasons and school support systems that could help. More information can be found in each school's **attendance policy**.

## **10. Uniform and appearance**

Effective teaching and learning needs proper organisation, and this starts with a smart and tidy appearance which helps to instil discipline and pride in appearance in students, and reduces the risk of distraction in lessons.

The school uniform should be worn by all students in accordance with each school's own policy. Students who come in repeatedly without the correct school uniform on may be sent home to change.

## **11. Regulating student's offsite conduct**

Students who are caught or known to have been misbehaving on the way to or from school, or near the school premises, will be disciplined by the school. This also applies to students who break school conduct during work experience, school trips, or extended school activities

such as sports events, or any event where poor behaviour might jeopardise the chances of future students participating.

Any off-site misbehaviour could result in sanctions. Each school will take into consideration:

- the severity of the misbehaviour;
- the extent to which the reputation of the school has been affected;
- the effect such an action may have on the other students;
- the extent to which the behaviour has repercussions for the orderly running of the school/or might impose a threat to another student or member of staff;
- whether the misbehaviour was on the way to or from the school or the student was taking part in any school-organised or school-related activity; and
- if it was at a time when the student is in some other way identifiable as a student of the school or might be expected to act as an ambassador for the school.

## **12. Rewards policy**

Rainham Mark Education Trust believes that it is important to encourage good conduct throughout the school by celebrating and rewarding good behaviour.

## **13. Complaints**

Each school has a standard complaints procedure. We encourage parents to take any complaints or concerns to a staff member or the headteacher, and the school will do everything in its power to help resolve conflict or complaints swiftly and effectively. For details of the full complaints procedure see each **school complaints policy**.

## **Appendix A: RMGS Rewards and Sanctions**

### **Rewards and Sanctions**

The school reward and sanction system is linked closely to the House system which is at the heart of everything we do at RMGS.

#### **Rewards**

The school aims to promote high standards of behaviour, self-discipline and learning through positive encouragement and reward. In recognition of outstanding academic achievement and extra-curricular success teachers may award the following:

- **R1 (Worth 2 house points)**  
Awarded on SIMS by your class teacher or Form Tutor for excellent work, an outstanding attitude to learning or displaying any of the RMGS character traits. This can be recorded by pupils for their own records in their planners.
- **R2 (Worth 10 house points)**  
Certificates awarded by Heads of Department for excellent achievement in their subject over the course of a term to be recorded on SIMs.

House Colours (R3 and R4) can only be awarded by House Coordinators.

- **R3 (Worth 45 house points)**  
Half Colour.
- **R4 (Worth 90 house points)**  
Full Colour

#### **House Colours**

House Colours are awarded for outstanding achievement across the school and are based on increasingly challenging criteria. They measure commitment, attitude, and ability across a long period of time, and they are the highest House honour it is possible to achieve. They are awarded and recorded by House Coordinators.

Criteria for being awarded Half and Full Colours can be found on the main school website, as well as on the recording sheets by the pigeon holes in the staff room. If a member of your form has achieved something of note from one of the criteria lists, fill out a form with the details of the achievement on the back, and place it into Toby Smith's pigeon hole. If the student's achievement is not listed, but you believe it worthy of recognition, speak to the Head Coordinators.

Badges (for Half Colours) and ties (for Full Colours) are awarded at the nearest House assembly, occurring at the end of each term. Students can receive multiple colours in the same pillar but for different criteria (e.g. 2 Arts Full Colours, 2 Sports Half Colours etc.) and will receive points for both, but not a second badge or tie. Two Half Colours are not equivalent to a Full Colour.

#### **Sanctions**

Students who fail to meet the required standard of behaviour should expect to receive a reprimand. Persistent and more serious misbehaviour will be dealt with using the following consequences depending on the nature of the incident. The consequences mirror the reward structure with the least serious incidents resolved with a C1 and the most serious a C4:

C1: Individual teacher detention

C2: Departmental detention

C3: Official school detention

C4: Saturday detention, Internal/External exclusion

All Rewards and Sanctions will be recorded on SIMS where House Point totals are calculated, with Sanctions C1-C4 resulting in reductions in House Points of increasing severity. Points for Rewards (R1-R4) will be more heavily weighted than the negative points for Sanctions (C1-C4).