



This policy will be monitored by
Last Reviewed

Educational Senior Management Team
August 2018

Policy for SCHOOL BEHAVIOUR AND DISCIPLINE

Aims

1. To ensure a nurturing and safe environment where all students thrive and learn.
2. build the foundations for students to understand their responsibilities as members of the global community.
3. To encourage the development of self-discipline
4. To promote the understanding and need for respect, responsibility and good relationships for all.

Policy Statement

Kellett School is committed to promoting the highest standards of behaviour and to ensuring those standards of behaviour are monitored and maintained so that the aim of the school can be achieved. We foster and develop an atmosphere in which students can thrive and that we create a climate in which students not only know exactly what standards of behaviour are required of them, but appreciate that it is one in which relationships are based on mutual respect.

Guidance

1. Staff responsibilities
 - a. To promote and model positive behaviours and relationships.
 - b. All members of staff should be clear of the school rules and the standards expected of students. They are expected to apply all rewards or sanctions (See Appendix) fairly and consistently.
 - c. Students who display inappropriate behaviour will be managed by the teacher in charge of the class in the first instance. It is important for student perception to see the class teacher demonstrate authority in their classroom. If this continues help should be sought from a more senior teacher. Parents should be informed of repeated or more serious inappropriate behaviour on the same day where possible.
 - d. The School Leadership Teams support staff in the implementation of this policy to ensure consistently good behaviour across the school. Records of all reported serious or repeated inappropriate behaviours are held
 - e. Only a member of a School Leadership Team may authorize a fixed term exclusion for serious or repeated inappropriate behaviour.
 - f. Only the Principal may permanently exclude a student for serious or repeated inappropriate behaviour – see Policy for EXCLUSION.

2. Parents responsibilities

- a. Kellett School works closely with parents to support learning. School and parents should collaborate to ensure students receive consistent messages about acceptable behaviour.
- b. Expectations of student behaviour are outlined in the parent handbook. Parents should read and support the school in applying these.
- c. Parents should support the school where reasonable sanctions have been used to correct a student's behaviour. If parents have a concern they should contact the class/subject or form teacher in the first instance. If concern remains, they should follow the Communications Flowchart.

3. Student responsibilities

- a. Students should take responsibility for their behaviour and treat others with respect.
- b. Students should understand that rewards and sanctions will be applied in relation to their behaviour.
- c. Students should be aware that their parents work in collaboration and will be informed of repeated or serious inappropriate behaviour.

Appendix

Senior School Sanctions

Level 1	Level 2	Level 3	Level 4	Level 5
Low level behaviour	Or any repeated Level 1 behaviour	Or any repeated Level 2 behaviour	Or any repeated Level 3 behaviour	Or any repeated Level 4 behaviour
<p>Off task, low level disruption in lessons.</p> <p>Not finishing work.</p> <p>Incomplete/copied homework.</p> <p>Not having the correct equipment in lessons.</p> <p>Inappropriate movement around school.</p> <p>Littering.</p> <p>Lateness to school and/or lessons without good reason.</p> <p>Petty name-calling.</p> <p>Using a mobile phone during school without permission.</p> <p>Chewing gum.</p> <p>Failure to follow instructions.</p> <p>Uniform infringement (without having a uniform pass).</p> <p>Graffiti in exercise books.</p>	<p>More serious name calling/teasing of others.</p> <p>More disruptive behaviour.</p> <p>Being rude or disrespectful.</p> <p>Misbehaving when representing the school on field trips or events.</p> <p>Repeated mobile phone misdemeanours.</p> <p>Use of inappropriate language.</p> <p>Repeated lateness.</p>	<p>Graffiti on/damage to school property.</p> <p>Failure to attend a detention.</p> <p>Leaving the school without permission.</p> <p>Failure to attend lessons.</p> <p>Misbehaviour that affects the safety of yourself or others.</p> <p>Inappropriate use of technology.</p> <p>Disobedience, defiance, disrespect.</p> <p>Academic dishonesty</p> <p>Bullying involving serious name-calling/excluding of others.</p>	<p>Verbal abuse.</p> <p>Physical violence.</p> <p>Deliberate misbehaviour that leads to harm.</p> <p>Vandalism.</p> <p>Stealing.</p> <p>Smoking in school.</p> <p>Bringing prohibited items into school.</p> <p>Cheating in formal examinations.</p> <p>Taking inappropriate images of a student or any image that brings the school name into disrepute.</p> <p>Bullying: systematic abuse of another student.</p> <p>Written or verbal racist language.</p> <p>Serious/repeated lower level behaviour despite sanctions.</p>	<p>Verbal/physical abuse of a teacher.</p> <p>Inappropriately touching another student.</p> <p>Posting video/images on the internet that bring the school into disrepute.</p> <p>Possession of an offensive weapon.</p> <p>Behaviour that poses a serious threat to other students.</p> <p>Setting off a fire alarm deliberately.</p> <p>Bringing alcohol, tobacco or other items that can be used for substance abuse into school.</p> <p>Any more serious Level 4 behaviour.</p>
Range of possible sanctions at each level – from level 3 onwards parents MUST be contacted				
<p>Action taken by: Teacher concerned.</p>	<p>Action taken by: Subject leader (1 lesson) HoH (other times).</p>	<p>Referred for action to: Subject leader (1 lesson) HoH (other times).</p>	<p>Referred for action to: HoH Consultation with SSLT.</p>	<p>Referred for action to: SSLT/Head of School/Principal.</p>
<p>Possible Sanctions: Verbal reprimand.</p> <p>Confiscation of phone (students collect at the end of the day).</p> <p>Note in student diary for parent/email/phone call.</p> <p>Move the students seat 10 min removal of free time at break/lunch</p>	<p>Possible Sanctions: Departmental or house detention at lunchtime.</p> <p>Confiscation of phone (parents contacted to collect).</p> <p>Report card (subject or house report).</p>	<p>Possible Sanctions: After-school detention ran by subject leader/HoH.</p> <p>Report card (subject or house report).</p>	<p>Possible Sanctions: Whole school detention after school. Rota.</p> <p>Internal suspension.</p> <p>Fixed-term exclusion.</p> <p>Report card (house report).</p>	<p>Possible Sanctions: Parents must be contacted and come into school.</p> <p>Fixed-term exclusion.</p> <p>Permanent exclusion.</p>

<p>Negative incident recorded in BWSchools.co.uk. (This informs tutor and head of house.)</p>	<p>Detention recorded and monitored in BWSchool.</p>	<p>Detentions recorded in BWSchool. Serious incident log in BWSchool.</p>	<p>Detentions recorded in BWSchool. Serious incident log in BWSchool.</p>	<p>Serious incident log in BWSchool.</p>
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All parental contact – phone calls, emails and meetings – must be recorded.

Prep School Sanctions

Within the Prep School, behaviour is managed by a sequence of individuals, depending upon its severity or persistence. While the diagram below gives an indication of how negative behaviour may be managed, it is important to recognise that each case is dealt with using professional discretion and with individual personal characteristics at the very forefront of our thinking.

