

Behaviour Procedure

The Role of All Staff

All members of staff are responsible for reinforcing school rules and should deal with incidents of poor behaviour wherever they occur by:

- Acting consistently
- Praising more than reprimanding
- Having high expectations of all children
- Listening
- Reinforcing, promoting and maintaining the highest standards of work and behaviour
- Giving ownership of 'rules for learning' to pupils
- Teachers producing regularly adapted behaviour plans

The Role of Pupils

- Pupils should be taught the rules, which should be reinforced by all staff.

Rules for Travelling To and From School

- Whilst waiting for a school bus, pupils must sit down. Pupils leave the hall in a calm, orderly manner following the teacher in charge.
- When travelling to and from school, pupils behave in a manner which reflects credit on themselves, their families and the school.
- Pupils must follow instructions given by the bus driver and act and speak in a polite manner.
- In order for pupils to cycle to school they must provide written permission from parents.
- All cyclists and scooter users must wear a helmet. All cyclists must have lights and reflectors attached to their bike.
- Pupils must push, not ride, their bikes/scooters down the driveway.
- Riders must stick to public highways when travelling to and from school.

Consequences for Breaking the Rules for Travelling To and From School

- Incidents reported to Pastoral Leader will be followed up with pupil(s) concerned. The incidents will be logged.
- Letter/telephone call to parents. The incident will be logged.
- After-school detention and parents invited to school. The incident will be logged.
- Banned from the bus for a fixed period. The incident will be logged.
- The bus company have the right to ban individuals.
- Where possible, the school will endeavour to find alternative transport.

Rules for the Pupils Arriving to School

- Pupils will be allowed into school for homework/breakfast club between 8:00am and 8:30am.
- All other pupils allowed into school via the main entrance from 8:45am.
- In case of inclement weather, pupils will be allowed in at 8:30am.
- On entry, all pupils should go to their classroom. Members of senior staff will patrol the school

Break/Lunchtime Behaviour Rules

- Teachers will dismiss their class in an orderly manner.
- Pupils exit as quickly as possible, following teachers' instructions.
- All pupils will take their bags to their next classroom and exit the building as quickly as possible.
- Should pupils remain indoors during break/lunchtime, they should take bags to their registration room.

Hard and Grassed Areas

- Pupils only play on the 'hard play' areas, or the fields when appropriate. The Pastoral Leader will place colour coded signs on the exit doors to indicate if pupils are allowed on the grassed areas. (Green - Yes, Red - No). Children may not, at any time, play on the sports fields.

M.U.G.A.

- Permitted pupils are allowed on the M.U.G.A.
- Pupils must wait for the duty member of staff to escort them to and from the Y8 yard to the M.U.G.A. safely.
- Pupils should only bring 'mini' balls onto hard play areas or the grassed areas when appropriate.
- PLAYFIGHTING IS NOT ACCEPTABLE AT ANY TIME.

Consequences for Breaking the Breaktime Rules

- Pupils are removed and stood alone in a designated place.
- Persistent poor behaviour will result in a breaktime detention with Heads of Year.
- Serious incidents will result in parents being informed. Pupils may be placed on a target card to monitor their behaviour at breaktimes.
- All incidents will be recorded on the electronic behaviour recording system.

When the Bell Rings

- Pupils line up quickly and calmly as directed.
- Pupils enter school when instructed by a member of staff.

Wet Break/Lunchtime Behaviour Rules

- Pupils behave calmly and considerately in the classrooms at all times.
- Pupils sit on a chair.
- Pupils stay in their own classroom (or the one to which they have been directed).
- Pupils keep away from electrical items, storage areas and teachers' desks.
- During this time pupils may use games and books, talk, do homework or complete classwork. All items should be put away carefully after use.
- Pupils are expected to show consideration of how other pupils wish to spend their time.
- Pupils will follow instructions given by the Lunchtime Supervisors/Duty Staff.
- Pupils tidy up the room before leaving.

Lunchtime Rules

- Pupils on 1st sitting will go directly to the hall.
- Pupils on 2nd and 3rd sitting will line up in an orderly manner, in either year 6 or 8 yard, before entering the school.
- Pupils will walk in single file to the hall.
- Good lunchtime behaviour will be rewarded with an early dinner pass.

Consequences for Breaking the Lunchtime Rules

- Inappropriate behaviour in the dining hall will result in 'trolley duty'.
- Repeated disruptive behaviour will result in pupils being placed on last sitting.
- Heads of Year will be informed of serious incidents by a Lunchtime Supervisors.
- The most serious incidents will be acted on by the Pastoral Leader.
- Senior Lunchtime Supervisor will record serious incidents on the electronic behaviour recording system.

Corridor Code

- Pupils walk quietly and calmly on the left.
- Pupils line up quietly in single file, outside the classroom.
- Pupils must not enter a Laboratory, Art or Technology room without a member of staff, unless permission has been given by a member of staff to do so.

Rules to Help us Learn

In our classrooms:

- Each class devises a set of rules for learning with their class-teacher in September. These are then collated and 5 learning rules are used in all classes.
- Class-teachers review the rules for learning during the year.

Rules for Uniform

- Pupils must wear the correct uniform. Up to date details can be found on the website or prospectus.
- A note must be brought from home if a pupil is unable to wear part of the uniform, this includes school P.E kit.
- Make up is not allowed. This includes make up and nail enhancement.
- Jewellery – only silver or gold ear studs may be worn and a simple watch. Hair bands should be unembellished and of a dark, subtle colour.

Consequences for Not Adhering to Uniform Rules

- Class Teacher speaks to pupils. An appropriate note will be written in the pupil's planner.
- Class Teacher rings parents/carer.
- Head of Year rings/writes to parents to share concern.
- Parents invited into school.

Rewards for Meeting and Exceeding Expectations

When pupils meet our expectations for behaviour, effort and uniform they will be rewarded by teaching and non-teaching staff.

This will take the form of:

- Praise
- Reward Stamps
- Postcards
- Sent to Head of Year and/or Senior Management Team for praise
- Note in planner
- Early Dinner Pass
- Michael Moriarty Achievement Trophy.
- Phone call home
- Commendation in assemblies
- Praise card
- Subject stickers
- Merit Awards
- Letter to parents after Pupil Progress Monitoring

Consequences for Not Meeting Expectations

In class the following steps can be taken to avoid disruption:

Warning: Pupil reminded how to behave

P1: Pupil recorded on the electronic behaviour tracking system

P2: 5 minute detention with the subject teacher, at a time and place of the teacher's choosing.

P3: Lunchtime detention.

P4: Removed from lesson and pastoral team consulted regarding appropriate consequence

Pupils on Target Cards

- Pupils may be provided with personalised target cards. Suitable target cards are agreed with staff, parents and pupils.
- Pupils are encouraged to take responsibility for their cards

Homework

All pupils are expected to write homework clearly in planners and complete within the time allocated.

Consequences for Non Completion of Homework

- First homework missed: The pupil name is recorded and investigated by the subject teacher.
- Second homework missed: The Head of Year will investigate.
- Third homework missed: The parents will be informed and pupil will complete after-school detention on the following Wednesday or Friday until 5pm, supervised by two members of the Leadership team.

At Scissett Middle School, we expect high standards of behaviour from our pupils at all times within the school and the wider community so that all pupils can benefit from teaching and learning opportunities provided by our school.

Physical/Verbal Aggression in the Classroom

- Teachers to follow their intervention strategies as outlined in individual behaviour plans.
- For serious incidents the 'on call' system.
- The incident is recorded on the electronic behaviour tracking system by the adult initially involved.
- Head of year will liaise with all stake holders to decide relevant and appropriate consequence.

Repeated Physical and Verbal Aggression

- In depth analysis of previous incidents.
- Complete electronic behaviour tracking system.
- Report to Head of Year, SENCO and Head Teacher.
- Involvement with external agencies.
- Behaviour support plan.
- Single point referral.
- Exclusion.

Possession of Illegal Substances –Tobacco Illegal Drugs Solvents Alcohol

- The offending substance will be taken from the pupil and given to the Head teacher
- The pupil will be isolated and parents will be invited into school
- The Police will be contacted
- Any pupil found in possession of illegal substances can expect to be permanently excluded from school