



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## BEHAVIOUR POLICY

### Introduction

The main purpose of this Behaviour Policy is to set out the clear and fair expectations we have of each student at Cannock Chase High School to ensure that the school is a safe or orderly environment for all. The school's ethos is based upon traditional values of excellent behaviour, manners and courtesy that ensure 'Achievement for All' is not just our school motto, but a reality.

Our distinct ethos promotes positive relationships based upon respect. Students are helped to make moral choices about their behaviour and their contribution to our community. Each student should also expect fair treatment.

Each adult who works at Cannock Chase High School must ensure that they are positive role models to the young people they interact with in the course of their work. When we reprimand, we criticise the act, not the person. Our approach to discipline is preventative and corrective but essentially supportive.

The climate in our classrooms is one of mutual respect, encouraging students to take responsibility for their own responses to our clearly stated expectations. Positive responses are rewarded while negative behaviour is never ignored. A range of strategies is employed, enlisting the help of parents and where appropriate, external support agencies, to ensure that each child is given the opportunity to achieve their potential as responsible, caring and contributing members of our school community.

### Expectations

Cannock Chase High School has extremely high expectations of its students and staff. Our whole ethos is based around our five distinct values of *Integrity, Teamwork, Responsibility, Excellence* and *Resilience*. To this end we expect students to demonstrate these values at all times.

One of the main aims of the school is to guide and model our students in behaviour that will show them as courteous well-mannered young people. This means that the simple courtesies such as opening doors for staff, addressing staff correctly and politely at all times, saying please and thank you and not interrupting are expected as normal. Showing respect for each other is a key part of being at Cannock Chase High School. Bullying in any form will not be tolerated (see further details in the school Anti Bullying Policy), neither will racist, sexist or homophobic behaviour and language.

In the classrooms we expect the same courtesy. Students should make every effort to treat teachers respectfully. They should follow instructions, sit quietly, listen, put hands up if

they wish to speak etc. We are a school that does not tolerate individuals 'stealing the learning time of others'.

We pride ourselves that our students are well behaved and courteous and this Policy is an attempt to bring out the best in all students, so that they may enter the outside world knowing exactly what is expected of them in terms of behaviour and courtesy.

## **Classroom Conduct and Behaviour**

Good behaviour is a foundation for good learning. At Cannock Chase High School we expect students to give of their best at all times. We have a Classroom Pledge which must be followed by all students to allow successful learning not only for themselves but everyone else within their class.

### **Classroom Pledge**

**'I know that to be the best I can be, I must make every single lesson count.'**

In order to achieve this I will:

#### **Lesson Starts**

- Make my way to lesson as soon as the bell signals (first bell after lunch).
- Enter the classroom in silence.
- In silence, put my bags and coats in the appropriate place as soon as I enter the classroom and put my equipment, including a reading book, on my desk.
- In silence, write down the date and title and start the task which I will complete in silence.
- Put my hand up in silence if I need to ask a question. I will not speak or call out.

#### **During the Lesson**

- Make a positive contribution to the learning process by concentrating and taking an active role in my learning by completing work set and responding to questions.
- Show respect towards my teacher and fellow students by always being courteous in my words and actions. If an adult visits my classroom, I will stand up as a mark of respect.
- Ensure that my mobile phone is not seen, heard or used.
- Never eat/chew in class.
- Never use foul language in class or words that could offend or hurt others.

#### **Lesson Ends**

- Only pack away when my teacher has told me to.
- Remain seated while I am packing away.
- Stand up and put my coat on when instructed to do so.
- Push my chair under their desk and stand behind it, in silence, waiting to be dismissed.
- Go straight to my next lesson after period 1 or 3 and straight to tutor after period 5.

## **Attendance and Punctuality**

All students are expected to be in school not later than 8.40am and ready to enter their classrooms at 8.45am. Should a student be late to morning tutor the member of staff will issue a late mark. On a third occasion that a late mark is issued during an academic year the student will receive an automatic C3 (one hour detention after school, the same procedures will operate for each subsequent late). Attendance is seen as a key factor in a student's academic success, each student's attendance and lateness is closely monitored by the school. Parents will be contacted where concerns exist.

Should a student decide to truant school and leave the school site during the day without permission an automatic Headteacher's Detention will be given. Headteacher's Detentions are served from 3.20pm until 4:50pm (Mon-Thurs) or 3:00pm – 4:30pm (Fri). Parental contact will be made.

## **Movement around the school building**

Our rules for corridors and inside the school building ensure that a purposeful and calm atmosphere is created for all. Therefore, students must:

- Walk purposefully without running;
- Use private voices without the need to shout;
- Not eat, drink, chew gum or drop litter;
- Respect the school's mobile phone procedures;
- Not use ANY musical electronic device or wear headphones inside the building at any time;
- Not disturb lessons due to poor behaviour;
- Not use foul language at any time.

## **Safety**

It is essential that all students and staff follow the simple rules which ensure their safety. Students must follow the fire drill instructions which are implemented for their safety. They must not involve themselves in any activities which are dangerous and could lead to accidents. Guidelines concerning this area are found in our Health and Safety Policy.

Students in Years 7 to 11 are not allowed to leave the site during the day. All students coming to school outside normal school times should sign in at Reception using the electronic INventry system. Sixth form students are allowed off site at lunchtimes only, and must sign out using electronic scanners located in upper school foyer and lower school Reception.

All students must leave the school site by 3.40pm, unless they are under the supervision of a teacher or other member of staff, engaged in planned activities or in after school detention.

## **The Use of Reasonable Force to Control or Restrain Students**

Government legislation provides schools with the power to use reasonable force or make other physical contact. School staff can use force as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:

- Prevent a student from attacking another student or member of staff or to stop a fight in the playground;
- Restrain a student at risk of harming themselves or others through physical outbursts;
- Prevent a student behaving in a way that disrupts a school event, trip or visit.

Staff to which this power applies are:

- Any teacher who works at the school;
- Any person whom the Headteacher has authorised to have control or charge of students including: Support staff such as Learning Support Assistants and Pastoral Managers;
- People to whom the Headteacher has given temporary authorisation to have control or charge of students (eg catering or premises staff).

## **Allegations Made By Students About Staff**

Any allegation that a student may make about a member of staff is considered most serious and the investigation into such situations will be conducted by the Headteacher and members of the Leadership Group. In line with Safeguarding procedures the school may refer specific incidents to Staffordshire Safeguarding Board and seek advice from the LADO.

If, through investigation, it is found that a student has made a malicious allegation about his/her teacher the following actions will be taken:

- A fixed term exclusion\* for the student will be imposed;
- The student may be removed from the teacher's lesson to work with another member of staff. This decision will be made with the member of staff concerned to support them in the teaching role;
- Staff will be reminded of procedures to keep themselves safe and not to be alone in the company of or have conversations with the named student on their own;
- If the student makes a second malicious allegation against a member of staff the school reserves the right to issue a permanent exclusion\* or managed move to another school depending on individual circumstances.

\* Please see the Appendix for full Fixed Term and Permanent Exclusion procedures.

## **Expectations and Behaviour Outside of School**

The school's high standards of behaviour extend to and from school. Therefore, we expect our students to behave in an appropriate manner at any time whilst they are in school uniform. The school reserves the right to issue a sanction(s) to a student who brings the school into disrepute whilst wearing school uniform or involved with any event connected with the school such as sports fixtures or school trips.

## **Environment Code**

We expect students to:

- Help keep the environment clean and tidy;
- Refrain from bringing Chewing Gum into school;
- Put litter in bins;
- Eat and drink only in the dining room at break and lunchtimes;
- Not damage school property by marking or writing on it; This includes walls, desks, textbooks, display work, chairs etc;
- Use floor mats where provided to wipe feet;
- Keep exercise books neat and presentable;
- Assist with clearing up when requested to do so;
- Pay for the repair of deliberate damage.

## **Mobile Phones**

The school operates a strict and fair policy in relation to mobile phones. Mobile phones cannot be seen or used at any time. If a mobile is seen/used in class without permission the member of staff will issue an automatic C3 and the phone confiscated (one hour after school detention). On the third occasion a phone is confiscated, the school will keep the phone until the parents come into school to collect this item. On the occasion that a student refuses to hand over a mobile phone, the school reserves the right to issue a fixed term exclusion.

If students choose to bring phones into school, the school cannot accept any responsibility for them if they are lost, damaged or stolen.

## **Personal Property**

Valuable items should not be bought into school. This includes IPODS and MP3 players. Dangerous items must never be bought into school. Such items include laser pens/torches, weapons, knives, alcohol, illegal drugs or stolen items. The list is not exhaustive. Government legislation allows Cannock Chase High School staff to search students without consent if it is believed that a student has brought into school any prohibited item(s). The Headteacher will be informed if a student brings into school a prohibited item(s) and in consultation with Leadership team and Governors will decide if a fixed or permanent exclusion and police involvement is necessary.

Our ability to maintain a safe environment can on occasions mean that items are confiscated from students. Any item that is confiscated is placed in a labelled envelope and placed in the school safe. Parents are contacted about such item(s) and depending on the circumstances of the confiscation, an arrangement is made for the student to either take the item home at the end of the day, or for parents to collect the item(s) from Reception.

## Uniform Code

As part of our distinct ethos the school places significant value on the wearing of our school uniform.

We expect students to:

- Wear the full uniform correctly at all times, with collars buttoned, shirts tucked in and ties worn correctly;
- Have and wear the correct PE kit for all PE lessons;
- Ensure that coats are removed when entering classrooms;
- Ensure their presentation reflects self-respect and respect for our school community.

**All items of school uniform should be labelled.** Please refer to the Uniform and Equipment Policy for further information and guidelines.

## Rewards and Sanctions

Our disciplinary system is firm, fair and consistent in promoting high standards of work and conduct. Rewards and sanctions are used appropriately by all staff to praise students who get it right, and to address behaviour issues in a minority of students who make the wrong choices for themselves and for others.

Staff at Cannock Chase High School follow a set of Behaviour for Learning Procedures to ensure consistency from one lesson to another.

Praise plays a significant part in developing a positive classroom culture and highlights to all students that when you behave and work hard you get noticed. Staff are encouraged to use praise effectively as a way of managing behaviour. In terms of rewarding our students staff can award Achievement Points based upon the following criteria onto the SIMS system:

**AP5** 5 Achievement points for Teaching and Learning/Attitude to Learning **in** school – AP5 to be awarded for an excellent piece of work produced in class, improved work over a period of time, detailed and well considered verbal answers, excellent performance, working successfully together as a team on a group task, excellent attitude to learning.

**AP10** 10 Achievement points for Teaching and Learning **outside** of the school – AP10 to be awarded for an excellent piece of homework or coursework or as a reward for an individual effort as an independent learner.

**AP20** 20 Achievement points - To be awarded by **Directors of Year/Directors of Learning Community/Leadership** use ONLY. For exceptional behaviour, attendance, achievement in progress check assessments and commitment to the life of Cannock Chase High School and the wider community.

**At the end of each day** the form tutor will discuss sanctions and celebrate rewards received during the day with the tutor group.

**At the end of each week** the Director of Year will send form tutors both achievement and behaviour data for their tutor group for more directed discussion and support.

**At the end of each half term** each Director of Year will set aside time within assemblies to publicly acknowledge students who have received their Bronze (100), Silver (150), Gold (250), platinum (500) and student Achievement (750) Rewards Certificates for Conduct Points (Achievement Points minus Behaviour Points).

**Governor's Awards**- Students who achieve 1000 Conduct Points will be invited to receive their Governor's Award from the Chair of Governors and the Headteacher in a presentation afternoon in which parents are formally invite to attend also.

**At the end of each term** each Director of Year, in conjunction with Deputy Headteacher, will plan and organise reward events for any student with no or limited behaviour points/100% attendance or most improved attendance. Leadership Team (LT) will be invited to these events to support but also acknowledge the achievements of these students.

**At the end of the academic year** a special 100% attendance rewards event will be offered to every student who has achieved 100% attendance during that academic year.

Parents/carers will be informed of their child's Achievement Points daily through use of the SIMS Parent App.

## **Sanctions In the Classroom**

All students are expected to follow the '*CCHS Classroom Pledge*' that is displayed in all classrooms and learning environments throughout the school. The Pledge has clear expectations that each and every student must follow if an outstanding and engaging lesson is to be had by all.

The following procedures are applied by staff, should an individual fail to respond to our fair and clear rules:

- Verbal Warning – The teacher indicates to the student that their behaviour is unacceptable and must be altered and corrected straightaway;
- C1 – Should a student fail to respond to the verbal warning and clear instructions given by staff a C1 will be issued;
- C2 - Should a student still continue to not respond to staff instructions and persist in having a negative impact on the learning environment the teacher a C2 will be issued. This will mean that a 10 minute detention will be served that day with a member of staff;
- C3 Detention – Should a student continue to persist with negative behaviours that continue to have a negative impact on the learning environment a C3 will be issued (1 hour detention at the end of the school day if sanction issued before 1:30pm).

On the rare occasion that a student continues to misbehave after a C3 has been issued, the member of staff is to use the emergency alert button on SIMS to alert the staff member on Lesson Support to remove the individual. The member of staff on Lesson Support is to decide if a child is to remain in Reflection Room for the remainder of the day or just be removed for that one lesson.

- C4 – Full Day in the Reflection Room. A C4 is one of our most serious consequences in our behaviour system. The student will be required to work in isolation and complete work that has been set by subject staff.
- C5 – Fixed term in isolation at another school.

Please note that parents will receive a text message notification if their child has been placed in a C3 detention or Headteacher's on the day the detention is set. This text message is sent out between 1.30pm and 2pm each day.

Parents/carers will be informed of their child's behaviour daily through use of the SIMS Parent App.

## **Failure to Attend Detentions**

Detentions are one of the main ways staff sanction students for negative behaviour. On occasions a student may decide not to attend the set detention set, and, therefore, the sanctions set are escalated.

If a student chooses not to attend a C2 detention, the staff member will issue them with a C2F. This will then mean that a 30 min detention after school will be set for the following day. If a student fails to attend a C2F, this is then escalated to a C3. Should a student fails to attend a C3, a Headteacher's Detention is then given (one hour 30 minutes)

Headteacher's Detentions are used for any student failing to attend a C3. The school also reserves the right to issue a Headteacher's Detention for one off serious events.

## **Monitoring of Behaviour Points**

The Director of Year in conjunction with the Form Tutor is responsible for monitoring the total number of Behaviour Points a student has been issued with during the academic year. The Director of Year will follow the correct procedures in relation to rewards to ensure that all young people are rewarded for their achievements.

Where a high number of Behaviour Points are collected during the academic year the Director of Year will consult with the Assistant Headteacher (Pastoral). Contact will be made with home to discuss the matter and parents invited into school to discuss their child's ongoing negative behaviour. Further sanctions at this stage may be set.

## **Other Related Policies**

The Behaviour Policy is to be read in conjunction with the following:

- Anti- Bullying Policy
- Attendance Policy
- Drugs Policy
- E Safety Policy
- Health and Safety Policy
- Home School Agreement
- Safeguarding Policy

Date for Review: June 2020



## **Exclusion Procedures – An Overview for Parents and Guardians**

A decision to exclude a student, either for a fixed period or permanently, is seen as a last resort. Cannock Chase High School is responsible for communicating to students, parents/carers and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct.

No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.

### **Reasons for Exclusion**

- Serious breach of the rules or policies at Cannock Chase High School.
- Risk of harm to the education or welfare of students and staff at Cannock Chase High School.

Any exclusion will be at the recommendation of the Headteacher or designated members of the Senior Leadership Team.

### **Fixed Term Exclusion**

A temporary exclusion of up to 5 days may be issued by the Headteacher or another appointed member of the Leadership Team. If a fixed term exclusion is issued for more than 5 days, the school has a legal responsibility to offer 6<sup>th</sup> day provision. This will be discussed at the time with the student's parents/guardians. Should a student receive a substantial number of fixed term exclusions within one year, parents and the child concerned will be invited to a Governors Disciplinary Panel meeting. The school has the legal powers to put in place fixed term exclusions of up to 45 days within one academic year.

### **Persistent or Cumulative Problems**

Exclusion for a period of time from half a day to 15 days for persistent or cumulative problems would be imposed only when Cannock Chase High School has already offered and implemented a range of support and management strategies. These may include:

- Discussion with the learner;
- Mentoring;
- Monitoring Report;
- Discussions with parents/carers;
- Target setting;
- Detention;
- Mediation;
- Behaviour Support Programmes;
- Counselling;
- Internal exclusion.

### **Single Incidents**

Fixed term exclusion may be used in response to a serious breach of rules and policies or a disciplinary offence. In such cases the incident will be investigated thoroughly and all evidence to support the allegation will be considered. The student will be encouraged to

give their version of events and the school with then use this and a range of other information to make a decision on the outcome.

The decision to exclude a student rests solely with the Headteacher or appointed members of the Leadership Team.

## **Permanent Exclusion**

The decision to permanently exclude a student is very serious, it is not taken lightly and can only be made by the Headteacher.

As with a fixed term exclusion, it will follow a range of strategies and will be seen as a last resort, or it will be in response to a very serious breach of the school rules and policies or a disciplinary offence such as:

- Serious actual or threatened violence against another student or a member of staff;
- Possession or use of an illegal drug on the premises;
- Carrying an offensive weapon;
- Persistent bullying;
- Racial harassment;
- Persistent poor behaviour over a period of time.

Each permanent exclusion is put before a Governors Disciplinary Panel. The Governors will make a decision to uphold the exclusion or overturn it. The Headteacher, parents/guardians and student are invited to this meeting to present their case.

## **The Decision to Exclude**

If the Headteacher or appointed member of the Leadership Team (Assistant Headteacher Pastoral) decides to exclude a student, he/she will:

- Ensure that the approved exclusion procedure is followed;
- Ensure that there is sufficient recorded evidence to support the decision;
- Explain the decision to the student;
- Contact the parents/carers, explain the decision and ask that their child or young person be collected or make them aware of the day(s) their child will be excluded;
- Send a letter to the parents/carers confirming the reasons for the exclusion, whether it is a permanent or temporary exclusion, the length of the exclusion and any terms or conditions agreed for the student's return. Within this letter will be further information in relation to the exclusion should the parent wish to take the matter further;
- Ensure that appropriate work is set and that arrangements are in place for it to be marked when the child returns this work;
- Plan how to address the student's needs on his/her return;
- Plan a meeting with parents/carers and student on his/her return.

An exclusion will not be enforced if doing so may put the safety of the student at risk. In cases where parents/carers will not comply, for example, refusing to collect their child or young person, the student's welfare is the priority.