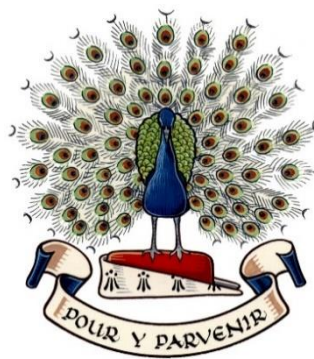


LADY MANNERS SCHOOL

BEHAVIOUR FOR LEARNING POLICY



BEHAVIOUR POLICY

AIMS STATEMENT

At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.

GENERAL PRINCIPLE STATEMENTS

- All members of the school community are treated with equal high regard.
- All members of the school are entitled to work and learn in a safe, calm and secure environment.
- The school promotes respect, fairness and inclusion, equality of opportunity, welfare and good relations across the whole community.
- The school works to eliminate all forms of discrimination, harassment and bullying.
- This policy will apply at all times when students are on site, are taking part in off-site school led activities or are travelling to and from school.
- The quality of learning, teaching and behaviour are inseparable issues and the responsibility of all staff.
- All staff model positive behaviour and promote the positive behaviour of students.
- Good behaviour is rewarded and any sanctions are applied in a fair and consistent manner.
- All members of the school community show consideration towards the individual and learning needs of each individual and support the school as a learning community.
- All staff have the responsibility to ensure that the curriculum is delivered in a manner which addresses the individual needs of students and a variety of teaching and learning styles are adopted in order to minimise disruptive behaviour.

CODE OF CONDUCT

A Code of Conduct is in place for all to implement and follow to support the ethos and values of Lady Manners School. See **Appendix 1**. In short:

- Be Safe
 - Be Honest
 - Be Organised
 - Be Respectful
 - Be Tidy
-
-

SCHOOL RULES

A set of School Rules are in place to support the Code of Conduct in **Appendix 2**.

REWARDS SYSTEM

The school operates a Rewards System to promote and encourage good behaviour and achievement. School rewards are explained in **Appendix 3**

BEHAVIOUR PROCEDURE

A clear referral route to manage low level classroom disruption is identified in **Appendix 4**.

ISOLATION

In cases where a student's behaviour seriously breaches the Code of Conduct or School Rules, then isolation at lesson times and or social times is applied.

ADDITIONAL SUPPORT FOR BEHAVIOUR MANAGEMENT

- Students can be referred to Pastoral Support for both planned and supportive measures.
- Multi-agency professionals meet regularly to support individual students
- Senior pastoral staff attend the Peak 11 Pastoral Panel to share good practice, ideas and solutions and to agree any managed transfers to prevent permanent exclusions where possible.

FIXED TERM AND PERMANENT EXCLUSIONS

Exclusions relate to serious breaches of the Code of Conduct or School Rules. These will be used as a last resort in line with current legislation and policy (see Exclusion Policy).

October 2020

LADY MANNERS SCHOOL

SHORT CODE OF CONDUCT

Five Easy Rules to Follow

BE SAFE

- Behave sensibly at all times to avoid accidents
- Keep to the left on corridors and don't run
- Stay on site

BE HONEST

- Always tell the truth
- Take responsibility for your actions and pride in your achievements
- Let a member of staff know if you are worried about something

BE ORGANISED

- Come to lessons on time and with the right equipment
- Do the best work you can and present it well

BE RESPECTFUL

- Show concern for all members of the school community
- Consider your environment including the school buildings and equipment
- Take care of your belongings and respect those of others

BE TIDY

- Always create a smart appearance – wear your uniform correctly
- Don't drop litter - use the bins provided
- Use lockers properly

Appendix 2

SCHOOL RULES

The School Rules exist to help ensure safety, the welfare of all members of the school community and the smooth running of our school. They are based on the principle that it is always appropriate to behave thoughtfully and responsibly.

These Rules are arranged according to the logic of the '**SHORT**' abbreviation and provide a developed form of those five areas.

1. Safety

- When you move around school, do so carefully by walking. Always keep to the left when walking along corridors.
- When you are queuing, make sure that you behave sensibly and quietly.
- Bags should be carried with you at all times or stored in lockers.
- Sit on chairs or stools – not on table tops, radiators or window sills.
- Emergency equipment and alarms exist for our safety and must not be misused in any way.
- Any electrical equipment and sockets must be used carefully and only when you have been given permission to do so.
- When approaching the bus bay you must always walk and use the recognised crossing points. When in the queue you must wait sensibly behind the white line. Only get on or off a bus when it has completely stopped; and do so safely and sensibly.
- Remain on the school premises at all times unless staff permission has been granted by your Head of Year.
- Some areas are 'Out of Bounds' and you must not go there – these areas include the Boiler House, Pavilion, Substations, behind the library. Depending upon the time of year, weather conditions, or work in progress on site, it may sometimes be necessary to add to these 'Out of Bounds' areas.
- No alcohol, tobacco, e-cigs, lighters, aerosols, drugs, solvents, fireworks nor any weapons are allowed in school. Lady Manners School is a 'No Smoking' establishment for all members of the school community and all visitors.
- Mobile phones or other electronic devices can only be brought to school for emergency use before and after school. They must be kept switched off and out of sight during the school day.

2. Honesty

- As a member of this school it is your responsibility to tell the truth.
- If you become aware of a serious problem or dangerous situation then you must report it to a member of staff.
- Any breakages or accidental damage must be reported immediately.
- Valuable items should not be brought to school. If, despite this rule, students choose to do so, school will not be held responsible for any damage or loss of the item.

3. Organisation

- Take all necessary equipment to lessons.
- For particular subjects, like PE, appropriate items of kit will be needed and must be remembered every time.
- Work should be written in blue or black pen.
- Diagrams, maps and sketches should be completed in pencil and rulers should be used to help draw straight lines.
- Headings should be underlined and work should be named, given a title and dated.
- Use the Homework Diary to help organise your work.
- Arrive for school and for individual lessons on time.
- Work must be completed to the set deadlines.

4. Respect

- Always show respect and concern for all.
- Always display courtesy and good manners.
- Look after the school, its buildings, furniture, equipment and the environment.
- Take care of your belongings and respect those of others.
- Whenever a register is being taken, sit quietly and answer your name appropriately.
- Any forms of offensive material are banned from school.
- It is disrespectful to use offensive language and you must not do so.

5. Tidiness

- It is important to create a smart appearance and wear your uniform correctly. This includes the whole of the school day and your journeys to and from school.
- Put litter in the bins provided and leave all areas clean and tidy. This includes ensuring that your own work area is clean and tidy before you leave a lesson.
- Chewing gum is not allowed in school.
- Use lockers properly.
- All packed lunches and any food and drink purchased in the dining halls must be consumed there. Good table manners are always appropriate.
- All your work should be presented well and you should keep your book in good order.

Appendix 3

REWARDS

We cater for students of all abilities and interests and are committed to praising and rewarding positive success both inside and outside the classroom.

The rewards system promotes desired behaviour, effort, achievement and attitude.

A formal rewards system operates whereby subject staff issue positive house points to a student for recognised work and effort.

Staff recognise achievement and effort through house points on Class Charts and tracking grades.

Students are recognised in achievement assemblies held regularly.

Individual congratulatory letters may be sent home acknowledging specific individual achievements.

House points contribute towards the house system's 'Wrench Shield'. There is also a day out for the students achieving the most house points.

The annual speech night recognises diligence shown by students in each year group, along with many other awards recognised in various fields

Appendix 4

BEHAVIOUR PROCEDURE - SEPTEMBER 2020

Basic Principles

Staff, students and parents want

- positive and calm classrooms conducive to an encouraging learning environment
- any disruption to be dealt with quickly, consistently and not allowed to escalate or affect other learners
- consistency and everyone to play their part

Any conduct issues will be recorded as a negative on ClassCharts using:

- **Late** when a student arrives late to form time or to a lesson without a valid reason such as a music lesson or late bus
- **Uniform** when a student is not in correct uniform. Common issues such as shirt untucked, no blazer, no tie, trainers, extra piercings
- **Equipment** when a student does not have their equipment:
 - Pen, pencil, ruler
 - Relevant books/equipment
 - Subject specific such as calculator, food ingredients, PE kit
- **Mobile Phone** when seen by a teacher in the school day. *Phones are allowed to be used up until 8.45am and once out of the school building at the end of the day. Mobile phones should be in the students' bags and not seen/used in the school day. Any phone seen will be confiscated and placed in a zip plastic bag and handed to reception. The phone can be collected at the end of the day. If this is repeated 3 times in two week period, they will receive a detention.*
- **Homework** when a student does not have their homework or there is an issue with the homework such as no effort made
- **Chewing gum** when a student is chewing. Chewing gum is banned in school

BEHAVIOUR (IN CLASS PROCEDURE)

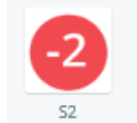
- All lessons will have a seating plan.
- Students should immediately enter the classroom, where possible, to avoid congestion in the corridors
- Students are expected to have all their equipment and books on desks immediately without being asked
- The register must be completed at the start of the lesson with a formal response
- There must be silence when the teacher or a class member is talking.
- No shouting out
- Teachers will employ low level disruption strategies to ensure good behaviour such as looks, reminders to look at the board/teacher/stop talking etc. before using the S1-4 system
- All students must stand behind their seats and leave in an orderly way

S1
First formal warning

Please press the appropriate negative icon

If a student has to be reminded to not disrupt the learning they will be given their first warning which will be recorded on Class Charts

S2
Final Warning



If the same student has to be reminded again for disrupting the learning then they are on S2 which will be recorded on classcharts

S3
Lunchtime Detention – 40 minutes



If the same student continues to disrupt the learning then they are on S3 and will be given a lunchtime detention which will be recorded on classcharts.

S4 /On call
Sent out of lesson to Isolation



If student still continues to disrupt learning (despite encouragement to behave) on call will be requested and S4 will be recorded on classcharts and a middle/senior leader will arrive to take the student to isolation.

S4/ON-CALL

- On-call duty will collect a radio and walk round various zones. Reception will receive the on call notification and radio for assistance.
- On-call duty will go to the room, speak to the teacher away from the student, then take the student to isolation.
- The teacher as soon as is possible is to email details to the HoY and pastoral@ so an appropriate sanction and support can be decided upon.

- The student will be taken to isolation where they will remain for one full day.
- Their Head of Year will see them during this time and make a decision on further action:
 - o Extended stay in isolation
 - o Meeting with a teacher/curriculum leader
 - o Loss of social times
 - o Withdrawal from a subject for a limited time
 - o Lunchtime detention
 - o Afterschool detention
 - o On report

DETENTIONS

- All detentions will be held in year group bubbles and these will be held once a week.
- Any teacher at any time is able to issue their own detention but this must be held in the appropriate year group zone at 12.30pm or 1pm considering the lunchtime rotation and staffed by that teacher.
- Failure to attend a detention (without a good reason) will result in an after school detention.
- All after school detentions must to be issued through HoY so arrangements can be made with parents and communicating back to the member of staff.