



New Horizon Community School

Behaviour Management Policy

2018/2019

Updated: January 2019

Date of next Review: November 2019

NHCS believes that, in order to facilitate teaching and learning, acceptable behaviour must be displayed in all aspects of school life. We are committed to:

- Promoting positive behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect.
- Ensuring equality and fairness of treatment for all.
- Encouraging and rewarding good behaviour.
- Challenging and disciplining bad behaviour.
- Providing a safe environment; free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging a positive relationship with parents and carers.
- Developing relationships with our pupils which ensure early intervention.
- A shared approach which involves them in the implementation of the school's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all students can achieve.

Signed by: (Head teacher) _____

Date _____

(Chair of Governors) _____

Date _____

1. Key Roles and Responsibilities

- 1.1. The Governing Body has overall responsibility for the implementation of the behaviour policy and procedures of NHCS.
- 1.2. The Governing Body has overall responsibility for ensuring that the behaviour policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.
- 1.4. The Head teacher will be responsible for the day-to-day implementation and management of the behaviour policy and **procedures NHCS.**
- 1.5. Staff, including teachers, support staff and volunteers will be responsible for following the policy and for ensuring pupils do so also. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 1.6. Staff, including teachers, support staff and volunteers will create a supportive and high quality learning environment, teaching positive behaviour for learning and implementing the agreed policy.
- 1.7. Parents and carers are expected to take responsibility for the behaviour of their child/children inside and outside of school. (Refer to Appendix 1 Behaviour Contract: Home/School Agreement)
- 1.8. Parents and carers will be expected to take responsibility for promoting positive behaviour for learning and modelling acceptable behaviour in the home

2. Definitions

2.1. New Horizon School defines a "serious unacceptable behaviour" as any behaviour which may cause harm to self or others, damage the reputation of the school within the wider community and/or any illegal behaviour including but not limited to:

- ❖ **Discrimination – not giving equal respect to an individual on the basis of disability, gender, race, religion, age, sexuality and marital status.**

- ❖ Harassment – behaviour which is unwanted, offensive and affects the dignity of the individual or group of individuals.
- ❖ Bullying – a type of harassment which involved persistent actions, criticism or personal abuse which humiliate, intimidate, frighten or demean the individual.
- ❖ Cyberbullying - the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
- ❖ Possession of legal or illegal drugs
- ❖ Possession of banned items.
- ❖ Truancy.
- ❖ Refusal to comply with disciplinary sanctions
- ❖ Theft.
- ❖ Non-cooperation.
- ❖ Swearing.
- ❖ Fighting.
- ❖ Any illegal behaviour.

2.2. New Horizon School defines a “low level unacceptable behaviour” as that

which may disrupt the education of the perpetrator and/or other pupils including but not limited to:

- ❖ Lateness.
- ❖ Low level disruption and talking in class.
- ❖ Failure to complete classwork.
- ❖ Rudeness.
- ❖ Lack of correct equipment.
- ❖ Incorrect uniform.
- ❖ No homework.
- ❖ Use of mobile phones without permission.
- ❖ Graffiti

2.3. “Unacceptable behaviour” may be escalated as “serious unacceptable behaviour” depending on the behaviour breach.

3. Staff Expectations

3.1. Teachers and support staff will receive training on the behaviour policy as part of their new starter induction.

3.2. Teachers and support staff will receive regular and on-going training as part of their development.

3.3. Teaching and Support staff to complete version of events form to report any behaviour incidents. (Refer to Appendix 2: Version of Events pro forma & Discriminatory Incident form)

4. Pupil Expectations

The 6 Ps: Punctual, Prepared, Polite, Potential, Proud, Positive

4.1. Pupils will be expected to follow the school code of conduct which includes:

Conducting themselves around the school premises in a safe, sensible and respectful manner.

- Arriving to lessons on time and fully prepared.
- Following reasonable instructions given by the teacher.
- Behave in a reasonable and polite manner to all staff and pupils.
- Show respect for the opinions and beliefs of others.
- Complete all class work as requested.
- Hand in home work at the time requested.
- Report unacceptable behaviour.
- Show respect for the working environment.

5. Rewarding Good Behaviour

5.1. The school uses a range of rewards and positive reinforcement strategies.

Examples of these include:

Praise

- Written comment on work/in book/in planner
- Stickers
- Merit points
- Certificates
- Mentions in Rewards Assemblies
- Motivational rewards/prizes
- Criteria for Reward Trips
- Phone calls/letters

6. Unacceptable Behaviour

6.1. Unacceptable behaviour as described in point 2 will not be tolerated at New Horizon School

6.2. Breaking any of the rules laid out in the New Horizon School Code of Conduct will lead to sanctions and disciplinary action.

(Refer to Appendix 5: School Code of Conduct)

7. Sanctions

7.1. There is no corporal punishment at New Horizon School.

7.2. Where aggressive and/or threatening behaviour is displayed, or illegal activity discovered, New Horizon School will not hesitate to contact the police if necessary.

7.3. New Horizon School will also encourage parents to contact the relevant authority for issues outside school and on-line.

7.4. Any pupil, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.

7.5. Low level unacceptable behaviour: At New Horizon School, teachers have the freedom to impose sanctions as they see fit dependent on the behaviour of the pupil.

7.5.1 In the first instance, the teacher will tell the pupil to stop the behaviour (C1)

7.5.2 If the behaviour does not stop automatically, the teacher will issue a 10-minute detention.

7.5.3 If the behaviour continues, the teacher will issue an after-school detention (C3)

7.5.4 Following a sanction, further misbehaviour will be considered cumulatively and may lead to a "serious unacceptable behaviour" sanction.

8.6. Serious unacceptable behaviour: At New Horizon School we take serious behaviour breaches very seriously. We will not hesitate to act in the best interest of the majority of pupils within the school.

8.7. Disciplinary sanctions

Dependent on the nature of the offence and the severity of the behaviour, the school will use a range of strategies to correct student behaviour. The range of sanctions will include:

- A conversation and/or verbal warning
- Restorative Practice mediation
- 15 minute detention/conversation between the student and member of staff
- 1 hour detention
- Removal from the lesson to work under supervision elsewhere (ECO)
- Being placed on report
- Setting improvement targets
- Pastoral Support Programme
- Internal isolation with work set by subject staff
- In line with the school's Exclusion Policy, use of external exclusion and internal exclusion.
- Governors' Disciplinary Review Panel
- Permanent exclusion

This list is not intended to be exhaustive, but serves as illustration of sanctions used.

9. Items Banned from School Premises – includes, but not limited to:

9.1. Fire lighting equipment

Matches, lighters, etc.

9.2. Drugs

- Electronic cigarettes (e-cigs)
- Solvents
- Any form of illegal drugs
- Any other drugs except medicines covered by the prescribed medicines procedure.

9.3. Weapons and other

- Knives
- Razors
- Catapults
- Guns (including replicas and BB guns)
- Laser pens
- Whips or similar items
- Pepper sprays and gas canisters
- Fireworks
- Dangerous chemicals

9.4. Other items

- Liquid correction fluid
- Chewing gum
- Caffeinated energy drinks and other drinks in cans
- Offensive materials (i.e. pornographic, homophobic, racist etc.)
- Aerosols including deodorant and hair spray

10. Searching

10.1. Staff members may use common law to search pupils with their consent for any item.

10.2. Staff members may ask any student to turn out their pockets.

10.3. Staff members may search any student's bag or locker.

10.4. Under Part 2, Section 2 of the Education Act 2011, teachers are authorised by the Head teacher to search for any prohibited item including but not limited to tobacco and cigarette papers, as well as illegal drugs and alcohol without the consent of the pupil if they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item.

10.5. Searches will be conducted by a same sex member of staff with another same sex staff member as a witness unless there is a risk that serious harm will be caused to a person if the search is not done immediately, and where it is not practicable to summon another member of staff.

10.6. Staff members may require a pupil to remove outer clothing including hats, scarves, boots, coats and scarves.

10.7. Staff members may use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs or tobacco products.

11. Confiscation

11.1. A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item. This includes “legal highs” and other potentially harmful materials which cannot immediately be identified.

11.2. If necessary, the police will be called for the removal of the item/items (Refer to Appendix 6 – Confiscation of certain items)

14. Bullying

Freedom from bullying (Refer to Appendix 7)

The school recognises that, for students to feel and be safe, they need to be supported and protected from the impact of bullying including cyber-bullying and inappropriate use of social networking sites.

The school also acknowledges its duties and responsibilities under the 2006 Education and Inspections Act, The Equality Act 2010 and the Children Act 1989. These place a duty on all schools and academies to have measures to encourage good behaviour and prevent all forms of bullying amongst pupils.

The school participates in the annual Anti-Bullying Week, incorporating strategies and materials into the PSHE, RE and ICT Schemes for Learning. In respect of anti-bullying the school seeks to:

14.1. Actively involve and inform parents.

14.2. Take any concerns seriously and resolve the issue in a way that protects the child.

14.3. Respond in line with a range of strategies including Restorative Practice while taking appropriate disciplinary sanctions.

14.4. Enable students to understand the part they can play to prevent bullying, including when they find themselves as bystanders.

14.5. Make it easy for students to report bullying with the confidence of being listened to and incidents acted on. This includes in and out of school concerns, including cyber bullying.

14.6. Update policy and practice including new technologies, for instance, updating ‘acceptable use’ policies for computers.

14.7. Appropriate to student age, promote tolerance, understanding and challenge prejudice through the PSHE programme.

14.8. Work with the wider community such as the police and children’s services where bullying is particularly serious or persistent and where a criminal offence may have been committed. The broader element of ensuring that students are able to understand and respond to risk are covered by the school’s safeguarding practices.

15. Malicious accusations against school staff

New Horizon School recognises that there may be occasions which are justified when a student needs to raise issues about the actions of a member of staff and has procedures for dealing with concerns.

However, where the allegation is clearly one of malicious intent or fabrication, the school will give due regard to the most appropriate disciplinary sanctions to be taken which may include temporary or permanent exclusion, as well as referral to the police if there are grounds for believing a criminal offence may have been committed.

The New Horizon will also take seriously inappropriate use of technologies including mobile and social networking sites which are targeted at members of staff.

APPENDIX 1

Behaviour Contract

Home/School Agreement

The Home/School Agreement is a document issued to Year 7 pupils each year. The document states the commitment the school makes to its pupils. It also details the school's expectations of its parents and pupils in making sure all pupils are successful.

The School

New Horizon School will make every effort to:

1. provide a safe and orderly environment in which pupils can learn, feel secure and valued as individuals;
2. provide a broad and balanced curriculum;
3. encourage all pupils to do their best and to have a pride in achievement;
4. deal with pupils' and parents' concerns as promptly as possible;
5. contact parents if there is a problem with attendance, punctuality or school uniform;
6. communicate with parents about any concerns with regard to their child's work or behaviour;
7. inform parents of their child's progress regularly through meetings and a term report;
8. set, mark and monitor homework regularly;
9. keep parents informed about school activities through regular letters home, news letters, the VLE/website and notices about special events.

Pupils

I will make every effort to:

1. attend school regularly and on time;
2. work hard and achieve my best both in classwork and homework;
3. show respect for other people, their property and opinions;
4. wear school uniform and be tidy in appearance;
5. prepare for school each day and bring all necessary equipment;
6. take a pride in the school site, keeping it free from litter and graffiti;
7. maintain the school's good reputation at all times.

Parents

I/We will make every effort to:

1. see that my child goes to school regularly, on time, properly equipped and in correct school uniform;
2. let the school know about any concerns or problems that might affect my child's work or behaviour;
3. support the school's policies and guidelines for behaviour;
4. provide conditions that support my child in homework and other opportunities for home learning;
5. take an interest in the work my child does and encourage high personal standards.

Please sign below:

Form Tutor

Pupil Parent/Guardian/Carer

APPENDIX 2

Incident – Version of Events

(to be completed by a member of staff only)

Student	Form	Date
Location of Incident:		
Details of Incident: (to be written in bullet points in chronological order):		
Type of incident: Bullying* Physical assault Discriminatory incident**	Behaviour in class Behaviour outside of class Witness only	
Member of staff:	Date:	
Notes: * If reported as a bullying incident, please ensure this is placed on the log ** If reported as a discriminatory incident, a form must be completed and returned to Hs or A		

In hard papers only

APPENDIX 3

School Code of Conduct

i. General

a) A lively response from children is natural and elements of mischievousness are inevitable. However, before the school can begin to achieve its aims, it has to establish a business-like and purposeful atmosphere and so there must be rules and regulations, courtesy and respect. A high standard of behaviour is expected at all times.

b) School rules are based upon the simple principle of “consideration for others and respect for self”; they are designed for the protection of the pupils. A copy of the rules is displayed in each form room and is also issued to all new parents.

ii. Attendance and Punctuality

a) All pupils are expected to attend school regularly and arrive on time for the start of each session and lesson.

b) Parents’ co-operation is essential to ensure good attendance and punctuality.

c) A letter or a telephone call to the Admin staff is required when a pupil is absent through illness or other reason.

d) No holidays will be sanctioned during term time.

iii. Respect for People and Property

a) Pupils and staff should show mutual respect for each other.

b) Good manners are essential and necessary.

c) The school buildings, books and equipment belong to the community and should be treated with care and respect, as should the property of staff and other pupils.

d) Any pupil causing wilful damage to property will be responsible for the cost of repair or replacement.

e) All personal property should be clearly marked.

f) Everyone should take special pride in keeping our school clean. Litter should be placed in the litterbins or waste paper baskets provided.

g) Mobile phones should be switched off on entry to the school, then kept in the office and not used anywhere on the school site.

iv. Movement in and around School

- a) For ease of movement, pupils should walk on the left-hand side of the corridor and stairs. No running is allowed. The Entrance Hall is out of bounds except for pupils meeting parents or going to see the office.
- b) While waiting outside a classroom, pupils should line up in a quiet and orderly fashion.
- c) Pupils should arrive at lessons with all necessary equipment and books, which will normally require them to have a school bag.
- d) A pupil must not leave the school grounds without permission. If permission is given by the Head teacher, Deputy Head, the pupil must sign out at Reception before leaving and back in on returning to school.

v. Items banned

- a) Drugs, alcohol, solvents and stimulants put lives at risk and on no account may they be brought into school. Pupils under the influence, possessing or dealing will be excluded from school.
- b) The possession and use of knives and other offensive weapons will be severely punished.
- c) Cigarettes endanger health and have no place in school or on the way to/from school.

vi. Safety

- a) The Terrace is the main route into the school for motor vehicles and is dangerous so, it is OUT OF BOUNDS to pupils.
- c) Snowballing is not allowed.
- d) No pupil should run in the corridors or stand waiting on the stairs.

vii. Lunch Time and Toilets

- a) All pupils will remain on site at lunchtime.
- b) All food bought from the school must be eaten in that area, not outside on the quads and hard play areas.
- c) Pupils are expected to use the toilets in their free time. Pupils should not expect to use the toilet in lesson time. Should a toilet visit be necessary in lesson time, pupils should get the permission of the teacher and a pass before leaving the lesson.

viii. Pupils access to the School Premises outside Lesson Time

- a) Before and after school, at morning break and dinnertime, pupils not use of the hard surface and grass areas around school.

x. Personal Appearance

- a) Pupils are expected to wear school uniform in a smart, tidy fashion. Other items, such as jeans, cult or fashion garments must not be worn.
- b) In the interest of safety, jewellery must not be worn, although a single set of studs or small rings in each ear is permissible. No alternative body piercings are allowed. Eye make-up and lipstick should only be worn discreetly – pale colours only. Coloured nail varnish is not allowed.
- c) Training shoes are not to be worn except in the sports area.

x. Disciplinary Procedures

- a) For breaches of School Rules, a pupil may be set extra work, detained during break or lunch time for ten minutes, put in detention or placed on daily report.
- b) For serious or continuous breaches of School Rules pupils may be isolated in school, excluded from school for a fixed number of days or excluded permanently. Parents are always informed.
- c) In all these matters, parents' support and co-operation is expected.

xi. Insurance

- a) The school cannot accept responsibility for the loss of personal property, as insurance cover is not available. Parents should consider taking cover under their own insurance policies.

APPENDIX 6

Confiscation of certain items

Information from Police re: confiscation of certain items

As a result of some incidents recently at local schools, concerns have been raised regarding members of staff at schools and the return to pupils of items they should not be in possession of.

This could potentially put staff at risk of breaking the law, which we are very keen to avoid.

Below is a snapshot of information to schools regarding items found on pupils.

I intend to have all senior schools (to start with) visited by the NPT staff to give a presentation to the staff on staff training days to assist them and prevent them from committing offences by returning certain items to pupils that have been seized from them during their day.

Contact will be made shortly to arrange dates for available staff training days. The presentation will be an opportunity for staff to learn and ask questions of us to clarify any issues.

Offences:

Knives: s139A Criminal Justice Act 1988:

Possess a knife/sharply bladed instrument on school premises

Drugs: s4(3)(a) Misuse Drugs Act 1971:

Supply controlled drug of class A/B/C to another unlawfully

s5 Misuse Drugs Act 1971:

Possess controlled drug unlawfully

Firearms: s16 Firearms Act 1968: carry firearm/imitation/air weapon/ammunition in public place.

s24(4) part with air weapon to minor

s22(4) u18 possess air weapon and/or ammunition

s24(ZA) fail to prevent u18 from possessing air weapon

Searching of Pupils

Education Act 1996: s550(ZA) - Allows Head or authorised member of staff to search pupil/possessions when reasonable grounds to suspect that they possess:

1. Prohibited item under Police and Criminal Evidence Act 1984 (knife/bladed instrument offensive weapon)
2. Prohibited item under Schools (Specification and Disposal of Articles) Regulations 2012 (firework/pornographic image....which is very pertinent now with widespread social media and mobile phones)
3. Stolen articles
4. Anything used/suspected of use for a) commission of crime b) for injury to any person/damage to any property

7. Any item your school rules identify that you can search for.

What we expect of schools

1. Seize the above items and note down staff involved for subsequent statements if required.
2. In relation to weapons/drugs/pornographic images/stolen articles, contact local Police to attend to seize the items and arrange to obtain evidence from staff and to interview pupils in presence of parent.

Under no circumstances should these items be returned to the pupil or staff will be

Committing offences.

3. In relation to the others, you can dispose of them and deal with the pupils as you see fit.

What you can expect from the police

1. We will attend to seize the unlawful items and obtain the evidence.
2. We will support the school in any disciplinary/exclusion process to ensure safeguarding of staff and pupils. The last thing I wish for is for any of your staff to put themselves in jeopardy by committing an offence out of ignorance and not complying with the law.