



Abu Bakr Boys School

Knowledge – Character - Contribution

Behaviour, Rewards & Sanctions Policy

Document control

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Children learn what they live

*If children live with criticism
They learn to condemn.*

*If children live with hostility
They learn to fight.*

*If children live with ridicule
They learn to be shy.*

*If children live with tolerance
They learn to be patient.*

*If children live with encouragement
They learn confidence.*

*If children live with praise
They learn to appreciate.*

*If children live with fairness
They learn justice.*

*If children live with security
They learn faith.*

*If children live with approval
They learn to like themselves.*

*If children live with acceptance and
friendship
They learn to find love in this world.*



Behaviour, Rewards & Sanctions Policy

'Indeed, I have been sent for no other reason but to perfect good character.'

Hadith

The Prophet of Allah (peace be upon him) himself displayed exceptional character and was himself a manifestation of excellent character to the extent that he was praised by Almighty Allah in the Qur'an.

'And you surely, possess sublime moral excellences.'

Surah Al Qalam:4

This policy provides a model of good practice that covers all aspects of school contributing to the development of excellent behaviour and character within a positive ethos both inside and outside the classroom.

The establishment of good standards of behaviour is a whole-school responsibility of all staff in partnership with pupils and parents. Mutual support, consistency and regular communication are essential components of an effective partnership.

PHILOSOPHY

Our philosophy is summarised in the following commitments by Abu Bakr staff:

We will always aim to:

- *Treat pupils with dignity and build supportive relationships rooted in mutual respect.*
- *Observe proper boundaries and professional-distance at all times while caring for the welfare and well-being of pupils.*
- *Behave in a manner that is appropriate to our status as professional educators, acting in loco parentis (in place of the parent).*
- *Accept personal responsibility for nurturing students' good character.*
- *Help students to become reflective individuals who are able to evaluate the consequences of, and accept responsibility for, their own decisions and actions.*

And the following school mission statements:

- *"Give reality to the 'tough love' and 'no compromise' rhetoric in enabling our students to succeed.*

Effective Behaviour Management is essential for the smooth running of the school. The school recognises the importance of teaching appropriate behaviour and does this explicitly through the curriculum and implicitly through example.

It is important to remember that any system needs to be *taught* to students if it is to be successful; it also needs to be used by all staff in a fair and consistent manner. If staff are perceived to be using the system unfairly, it will make parents unsupportive and students uncooperative.

All members of the school are expected to help maintain an atmosphere conducive to learning within a framework of mutual respect, courtesy and consideration, allowing teachers to teach and pupils to learn.

AIMS

The overarching aims of Abu Bakr Boys School Behaviour Policy are:

- To promote good character and encourage achievement.
- To support pupils in learning self-discipline.
- To enable effective teaching and learning.
- To create a safe and secure environment for pupils and staff.
- To teach pupils to understand, accept and respect differences in individuals.
- To promote respect for all incorporating Fundamental British values.
- To promote equality especially with regards to the 9 protected characteristics.

VALUES

Through our Positive Behaviour management and our excellent relationships between staff and pupils, we aim to help our students to develop into young adults who have the highest of ambitions and the best of character, modelling the character traits of our beloved Prophet (peace be upon him), with particular regard to Fundamental British values and the values of:

- Sincerity
- Truthfulness
- Gratefulness
- Compassion
- Justice
- Perseverance
- Patience

At Abu Bakr Boys School good work and behaviour is praised and rewarded whereas, poor behaviour is confronted in an assertive way with consequences.

In order to accomplish this it is essential that pupils are given a clear set of rules which they can understand and follow. In addition, it is important that the rules are observable. For those pupils who choose not to follow the rules, there are a clear set of consequences which will follow. Both rewards and sanctions will be used by staff to promote a positive ethos.

REWARDS

High levels of motivation should be developed in various ways. In particular, the achievements and contributions of pupils, both as individuals and groups, should be recognised and commended. Encouragement, praise and reward are an essential part of positive behaviour.

Rewards used at Abu Bakr Boys School	
Verbal/nonverbal recognition Issuing of merits which can then be exchanged for rewards at the School Tuck Shop. Display of work Photographic record display Positive comments in planner Special responsibility e.g. class or form captain Letter or well-done card to parents/guardian Recognition in pastoral assemblies Positive and encouraging comments in reports	Regular rewards
Awards and prizes distributed at Achievement assemblies each term/year. Rewards based on merits accumulated termly/annually. Attitudinal ranking awarded termly Subject rewards awarded termly/annually. Attendance & Punctuality awards at the end of each half-term/term/year. Appointment of Prefects and members of School Council Annual reward visits	Termly or Annual awards

MERITS

Please use the **PUPIL MERIT SHEET** to record a merit for a pupil. These are issued to pupils as recognition for positive behaviour; Merits are awarded by staff for both academic excellence and service to the school. The Pupil Merit sheet is used by the pupil at the school tuck shop in exchange for rewards.

Please ensure the **TEACHER MERIT RECORD SHEET** is also completed and placed into the merit box in the office on a weekly basis **as a minimum**. This sheet is used to record the merits onto our KSM system.

Bronze, silver, gold and platinum certificates are given at the end of every half-term and will be awarded when pupils have collected 100, 200, 300, and 400 Merits respectively. All except the Bronze Award carry a prize as well as a certificate. Bronze Awards carry a certificate only.

Guidance

- Pupils should keep a record of merits awarded in their Merit Sheets/Homework Planners.
- Merits should be awarded for excellent work above and beyond that which is normally achieved by a pupil. (In some exceptional circumstances merits can be awarded for good behaviour.)
- Do not award merits for work which is only what is expected.
- Do not award merits for minor acts of community service (carrying bags or opening doors).
- Awarding more than one merit for the same service or piece of work should only be done in exceptional circumstances. Two merits is the maximum that can be given for any act or service.

SANCTIONS

Pupils will not always behave in the way we may wish and we will then implement sanctions which are two-fold:

- A punishment as a consequence of inappropriate behaviour.
- To get pupils to reflect on their inappropriate behaviour and learn strategies to avoid such behaviour in the future.

All staff are responsible for the behaviour and discipline of pupils in their charge and should use effective strategies and sanctions to maintain an orderly environment for learning.

In dealing with matters of indiscipline or unacceptable behaviour, staff should always:

- Act justly and fairly and be seen to do so.
- Establish a relationship of respect with pupils.
- Make it clear to the pupil why the sanction is being applied
- Deal promptly and personally in matters of discipline.
- Apply a consistent approach.
- Ensure it is the behaviour and not the person that is being punished.
- Ensure sanctions are PROPORTIONATE to the offence.
- Allow the pupil to SAVE FACE.
- TAKE ACCOUNT of age, maturity and special needs of the pupil or any other relevant circumstances.

Sanctions MUST NOT...

- Degrade pupils or cause them public or private humiliation.
- Cause physical pain to pupils.
- Involve physical force.

SANCTION GRID

The school sanction grid on the following page gives guidance on what to sanction pupils for who fall short of school expectations.

SANCTIONS ISSUED BY ALL STAFF

TEACHER SANCTION e.g. Spoken to, lines (max 200), Detention (upto 15 mins) at break/lunch/after school	TEACHER DETENTION (Minimum 30 mins) Issued by Any Teacher <u>for in classroom behaviour</u>	SCHOOL DETENTION Issued by Any Staff <u>for Out of Class Behaviour</u>
	PARENTS MUST BE INFORMED	PARENTS MUST BE INFORMED
No appropriate equipment/Planner (EQ)	Name calling/ Inappropriate language (BL)	Name calling/ Inappropriate Language (OL)
Food – Eating/Drinking in class (FD)	Inappropriate behaviour in class (IB)	Inappropriate behaviour (OB)
Shouting out/Talking out of turn (TT)	Disobedience to teacher (DC)	Being out of bounds (XB)
No Homework (HW)	Damage to other’s work (DW)	Disobedience to staff (DS)
Late to lesson without a note (LL)	Off task (OT)	Inappropriate behaviour in prayer hall (IP)
	Failure to carry out teacher sanction (FS)	Out of lesson without a note (NL)
	Repeat of anything in first column (RP)	Failure to attend/carry out teacher detention (TD)
		Chewing gum anywhere within school (CW)
<p>When using the behaviour consequences grid it is expected that staff will ensure the following:</p> <ul style="list-style-type: none"> • It must be clear to the pupil why the sanction is being applied. • It must be made clear what changes in behaviour are required to avoid future punishment. • The sanctions are proportionate to the behaviour. • It should be the behaviour rather than the person that is punished. 		

SANCTIONS ISSUED BY PASTORAL TEAM BUT
NEED TO BE AUTHORISED BY HEADTEACHER

PARENTS MUST BE INFORMED

ISOLATION Issued by Pastoral team 1 day or more <u>Authorised by Principal</u>	EXCLUSION Issued by Pastoral team 1 day or more <u>Authorised by Principal</u>
Extortion (EXT)	Setting off a false Fire Alarm
Behaviour that endangers others (DAN)	Swearing at a member of staff
Theft (THF)	Bringing or consuming drugs on the school site
Smoking – First Offence (SMF)	Sexual or physical abuse
Persistent Bullying (PBG)	Multiple periods in isolation
Assault (ALT)	Smoking – Second Offence
Verbal abuse (VAB)	Refusal to go into Isolation
Racist behaviour (RAB)	Unacceptable behaviour in Isolation
Refusal to follow instructions or co-operate with staff (RFC)	Consistently chewing Gum in school (CW)
Inappropriate sexual behaviour (SXB)	Truancy Prayers (MP)
Serious internet abuse (CYB)	Inappropriate haircut (IHC)
Abuse of school property (VAN)	Fighting (FTG)
Truancy (TRU)	
Rudeness to staff (RTS)	
Persistent Inappropriate behaviour (UC)	
Repeated Chewing Gum in school (CW)	

Teacher sanction - Low level offences within classroom (Column 1)

All low level offences in the classroom **MUST** be dealt with by the classroom teacher. For all these low level offences it is our school policy that staff should speak to pupils and encourage them to be more responsible towards their behaviour. In a manner guided by the teachings of the Quran and the guidance of our Prophet (SAW). A short detention of upto 15mins can be issued which does not require a formal notification to parents. This detention can take place during break time, lunchtime or after school. For these detentions which are taking place after school, the member of staff must give names to the front office.

Teacher Detention (Column 2)

Pupils have a responsibility for maintaining an appropriate learning environment in the classroom. All pupils must ensure they promote a safe and productive atmosphere in which all pupils can achieve. Disruptive behaviour hinders the education of others and is unacceptable at Abu Bakr Boys School.

Pupils must:

- Be on time to lessons
- Enter and leave rooms sensibly without pushing, shoving or shouting
- Get their equipment ready and Planners out on the desk
- Always follow instructions - not challenge or argue
- Stay on task and work as hard as they can - not disrupt the learning of others
- Put their hand up to speak, or if they need help, not interrupt
- Respect others - not tease or blaze
- Use appropriate language, not swear or argue
- Ensure they keep their hands, feet and other objects to themselves
- Stand behind their seats and wait for the teacher to dismiss them at the end of the lesson
- REMEMBER THAT THE TEACHER IS IN CHARGE - NOT THE PUPIL

All offences mentioned in Column 2 must be dealt with by the classroom teacher by issuing a detention that is 30mins. Detentions can be issued by any teacher for Thursdays between 4.00pm-4.30pm.

The teacher must complete the referral form stating the nature of the incident and specifying date & time of the detention. The teacher must give the child a detention letter to inform parents of this detention, parents must have at least 24 hours' notice. On the day of detention the teacher must also provide office at the start of the day with the name of the pupil that has detention so a reminder text can be sent to parents.

EXPECTATIONS IN AND AROUND SCHOOL (Column 3)

In order for the safe movement of pupils around the school site it is important that all pupils move in an orderly way around the school during lesson changeover, break and lunch.

Abu Bakr Boys is an inclusive school and there are pupils on the school site who maybe visually impaired, deaf or suffer from other medical conditions which means that they may be more vulnerable to injury if there is a lack of order on the school site.

All staff must be vigilant at all times for misbehaviour around school. If any misbehaviour is seen please make a **TEACHER REFFERAL** if it falls under column 3 of the Sanctions grid, the pupil will then be placed into a school detention. Please ensure the **TEACHER REFERRAL SHEET** is completed and placed into the sanction box immediately. This sheet is used to record the sanctions onto our KSM system.

Please ensure Referral sheet...

- Is completed fully and clearly.
- Clearly indicates what misbehaviour has taken place (use code from sanction grid).
- Clearly indicates the date/time and place of incident.

If it is of a more serious nature (column 4 or 5 of Sanctions grid) please stop the misbehaviour straight away and then inform the Welfare officer or a member of the Leadership team immediately.

Around the School Pupils must:

- Always follow instructions first time, not challenge or argue.
- Walk around school on the right, not run or linger around.
- Move around school quietly, not shout, scream or name call and quickly get to lessons using the most direct route.
- Be polite and respectful to all the people you meet in school
- Not push, shove or name call.
- Not damage other peoples' property.
- Keep the school buildings clean and tidy
- Not graffiti or litter at any time.
- Ensure all food & drinks is consumed in the dining area at break and lunch time.
- Leave the playground punctually at the end of break and lunchtime.
- Not take food or drink (excluding water) on the playground.

STAFF – PLEASE SEE APPENDIX 1 FOR FURTHER GUIDANCE

CHEWING GUM

The school is a Gum Free zone. Any pupil chewing gum in school whether in the classroom or around school will be sent home. Please inform the pupil and give the name and form of the pupil chewing to front reception immediately.

MOBILE PHONES

No mobile phones are allowed in school. Pupils who are seen/caught with a mobile will have it confiscated and deposited in the school office where it can be collected by a parent/ guardian only at the end of term.

- Member of staff to hand phone into the front office immediately where it will be recorded and stored for safe-keeping.
- If a member of staff is informed by another pupil that a pupil has been seen using a mobile phone in school, inform the Welfare officer immediately. Do not randomly search pupils.
- Phones are confiscated and parents need to make an appointment with the Welfare officer to collect the phone at the end of term.
- NO member of staff should keep any pupil mobile phones in their possession at any time.

PUPILS CAN LEAVE PHONES IN THE OFFICE IF PARENTS PUT IN A WRITTEN REQUEST

'Out of Bounds' Areas

For Health & Safety Reasons certain parts of the school site have been designated as 'out of bounds' for pupils. At times, when it is necessary for pupils to go to these areas, permission must be obtained from a member of staff.

The 'Out of Bounds' places are:

- Any classroom/office without a member of staff.
- The staffroom and staffroom corridor/area.
- All external areas apart from the playground.

Isolation (Column 4)

For behaviour identified in column 4, individual pupils will be separated from their class for the duration of at least one day. Parents will be informed of this sanction. Pupils will register as normal and then will work in isolation using work provided by their subject teachers. Pupils will have break and lunch indoors separate from other pupils and will be allowed to use the bathroom whenever needed, however provision for lunch and break must be made by the individual pupil. The pupil cannot partake in any special events that are scheduled during this time.

Severe Offences (Column 5)

Severe offences mentioned in column 5 will result in exclusion. A discussion with parents, the pupil concerned, a member of the pastoral team and/or the head teacher will take place to decide the future of the child at our school. The school reserves the right to determine fixed term exclusion

before discussions with parents take place. Pupils can be excluded for upto 5 days or be permanently expelled. The head teacher may also request pupils to carry out other duties/sanctions e.g.

- Letter of apology
- Picking up litter in the playground
- Tidying a classroom
- Removing graffiti

Continued Unacceptable Behaviour

Pupils who consistently fall below our behaviour standards may be asked to stay at home and can return only accompanied with parents where discussion between all parties concerned will take place before the individual concerned can return to the classroom. This will be accomplished, where possible, within 48 hours.

Reports

Reports are provided for pupils to help them manage their own behaviour.

All report must be signed by parents at the end of the day, the report must be shown to the member of staff who issued it at the beginning of the following day. If the report is unsatisfactory, further sanctions will be applied.

EXPECTATIONS IN THE COMMUNITY

The behaviour and attitude pupils display coming to and from Abu Bakr Boys school is as important as behaviour and attitude shown inside of school. It is vital pupils represent our school in a positive light.

The expectations are taught in the PD curriculum and the school expects the pupils to respect the neighbourhood by:

- Not waiting by the school gates at the end of day unless their parents have informed the school
- Not asking any friends to meet them outside the gates or to enter the school premises
- Not sitting or hanging around on the walls and fences of local residents.
- Not causing a nuisance to local businesses
- Not littering gardens by throwing rubbish and debris into gardens or business premises
- Showing the utmost respect to all people in the community

Teachers have the power to discipline pupils for misbehaving outside the school premises “to such an extent as is reasonable”. This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, or in a town or village centre.

Where bullying outside school is reported to school staff, it should be investigated and acted on. The head teacher should also consider whether it is appropriate to notify the police or anti-social behaviour coordinator in their local authority of the action taken against a pupil. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police should always be informed.

Staff also have the power to discipline pupils for misbehaving outside of the school premises:

- Taking part in any school-organised or school related activity or
- Traveling to or from school or
- Wearing school uniform or
- In some other way identifiable as a pupil at the school.

Or misbehaviour at any time, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the school or
- Poses a threat to another pupil or member of the public or
- Could adversely affect the reputation of the school.

PUNCTUALITY

Abu Bakr Boys School is committed to achieving high standards in the learning and achievement levels of our students. We know that students are better placed to fulfil their potential both academically and socially if their attendance and punctuality record is excellent.

All staff at the school as well as parents and students have a responsibility for maintaining good attendance and punctuality.

We also expect pupils to be punctual to school and all lessons. Pupil must:

- Arrive in school punctually, by 8.30am
- Enter the school by the front entrance and sign the late book if they arrive after 8:35am. This will be recorded and they will be dealt with by the attendance officer.
- Get to all lessons on time, arriving late to lesson after other pupils have arrived must have a note, otherwise they must be dealt with by the teacher.

Good attendance and punctuality will be regularly rewarded whereas poor attendance and punctuality will have consequences. Pupils who have two or more lates in a week will be placed into a lates detention. Poor attendance may lead to the involvement of social services and extremely poor attendance may result in the school using parent contracts and ultimately cancellation of his admission into our school.

UNIFORM

It is the school policy that all children wear school uniform when attending school or when participating in school organised events. Form tutors will regularly check that pupils are wearing the correct uniform.

Our policy for school uniform is based on the notion that school uniform:

- Promotes a sense of pride in the school
- Engenders a sense of community and belonging to the school
- Is practical and smart
- Makes children feel equal to their peers in terms of appearance
- Is regarded as suitable wear for school and is considered by parents as good value for money
- Is designed with health and safety in mind

Pupils must ensure they:

- Wear the school uniform correctly and smartly.
- Keep it clean

Pupils not in correct uniform will be sent home to change. Pupils are expected to be in full school uniform at all times. Pupils who are not in uniform should be asked to remedy the issue immediately.

Boys uniform:

A plain white Jubba	All buttoned up apart from top button
White trousers	Must not be below the ankle with no patterns. Jeans, jean cut trousers, combat trousers, tracksuit bottoms or jogging trousers are not allowed.
School blazer	
A plain black jumper	No patterns or logos. No sweatshirts
White netted hat Black, white or green Turban worn on top of the hat (Optional but encouraged)	Worn properly on the head at all times Arabian style turban bands are not allowed.
Plain black school shoes.	No logos or trainer styles

JEWELLERY -

No jewellery is allowed. Boys must not wear any rings, necklaces, arm bands, earrings or studs at all.

Inappropriate jewellery and uniform will be confiscated and only returned to parents, by appointment. Items not collected within 14 days will be donated to charity.

Hair-cuts/Style

Uneven haircuts, Design work in short hair-cuts, Mohican haircuts or other such similar haircuts are not acceptable. Slit eyebrows are also not allowed.

It is a matter for the school to determine what is deemed not acceptable in relation to the above rules. Any pupil with unacceptable hair will be sent home not to return until the issue has been sorted to the school's satisfaction.

Outdoor Coats/Hats

These should be **DARK COLURS (BLACK, GREY or NAVY BLUE)** with **minimal** lettering or pictures. Hoodies, sports tops, denim or leather jackets are not allowed.

Apart from prayer caps, woolly hats are allowed only during cold weather but are not allowed to be worn inside the school building.

School Bags

School bags should be appropriate and big enough for pupils to carry books etc. to and from school. Extravagant 'designer' style bags are not allowed.

Standard School Equipment (11 items)

All pupils must have the following basic school equipment:

- Black pen
- Blue pen
- Red pen
- Pencil
- Ruler
- Rubber
- Sharpener
- Scientific Calculator
- Protractor
- Student Planner

Form tutors must check regularly that all pupils have the basic school equipment.

Extremism & radicalisation

All staff MUST be vigilant for any signs of extremism or vulnerability to being exposed to extremism.

Where there are concerns **Mr Gobinder Saini** will be notified and a written statement will be written on the "Concerns about a child's safety in school" form.

Each case will be looked at individually and depending on the incident appropriate steps will be taken. In extreme cases a referral to Channel will be made, in some cases where it is felt it can be monitored in school a meeting with the parents will take place where the concern will be discussed and appropriate action will be taken depending on the outcome of the meeting.

Confiscated Items

The general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances.

Where members of staff confiscate items all items must be given to the school office for the attention of the Pastoral team. Confiscated items will be returned at the end of the term and only to parents, unless it is felt that it has been a repeated offence in that cases it will be retained until the end of the academic year. Any item deemed inappropriate will be disposed.

Screening and searching

The school has certain powers to screen and search pupils, these must only be done by a member of the Pastoral team in the presence of another member of staff.

The school has the power to search without consent and the use of reasonable force where necessary for “prohibited items” including:

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property;

The school has the power to search without consent but NOT the use of force for the following items:

- Mobiles phones
- iPods
- iPad
- Tablets or any other technical equipment.

In the event of finding weapons, knives, Illegal drugs and child pornography this will be handed over to the police.

All other items confiscated will be returned in accordance to the policy.

Physical Restraint of Pupils

Staffs are permitted to use reasonable force to control or restrain pupils only in certain circumstances. The school has a policy The Use of Restraint to Control Pupils which must be followed and all such incidents must be reported to the head teacher who will inform relevant members of staff and the Governing Body.

Consistent violation of school code of conduct may lead to a refusal to re-admit to the new academic year.

Parents will be kept duly informed of pupil’s behaviour. At parents evening pupils behaviour records will be shared.

Serious Incidents

The following are classed as serious incidents and will be dealt with as such.

1. Verbally or physically abusing staff

- Pupils must never make aggressive physical contact towards any member of staff.
- Pupils must never argue back and intimidate staff.
- Pupils must never swear or shout at staff.

2. Fighting with other pupils

- Pupils must never make aggressive physical contact between two and a group of pupils.
- Pupils must never bully others.

3. Bringing alcohol or drugs onto the school premises

- Pupils must never possess, supply or consume alcohol/ illegal drugs on the school premises.

4. Bringing a weapon onto the school site

- Pupils must never bring any object, which can cause harm to themselves or others (knives, bars, tools etc.).

5. Bringing Pornographic material or material of a sexual nature on the school site.

- Pupils must never possess or bring into school any material of a pornographic or sexual nature.

If you choose to break any of these rules this will result in an exclusion and a meeting with your parents. You may not be allowed back into school, i.e. the exclusion may be permanent.

All abusers of alcohol or drugs will be referred to external agencies.

Exceptional Offences That Will Lead to Permanent Exclusion

Physically abusing a member of staff will result in a
PERMANENT EXCLUSION.

Supplying and bringing Drugs onto the school site will result in a
PERMANENT EXCLUSION and the Police will be informed.

Bringing a Knife or Offensive Weapon into school will result in a PERMANENT
EXCLUSION and the Police will be informed.

Bringing or consuming Alcohol on the school site will result in a PERMANENT
EXCLUSION.

Any form of verbal Harassment, Bullying or Assault will result in a PERMANENT
EXCLUSION and the police/ social services will be informed.

Any serious and Persistent Bullying
will lead to PERMANENT EXCLUSION.

If the school has tried all of its strategies to change a pupil's behaviour and they
continue to Persistently and Defiantly Misbehave they will be

PERMANENTLY EXCLUDED.

STAFF GUIDANCE - SANCTIONS FOR IN CLASS BEHAVIOUR

The following grid acts as a guideline to staff as to how to deal with incidents within the classroom. It is for guidance rather than being prescriptive; each incident should be considered within its context but the guidance should aid whole school consistency.

The grid works on a model with escalating sanctions. This allows a stepped approach to match the seriousness of the incident with the sanction applied. Please ensure that you are regularly completing referral slips as required according to the sanction grid.

STAGE	Incident	Action taken by	Guidelines for Sanction
1	<p>Low level disruption</p> <p>Column 1 of behaviour grid</p>	Teacher	<p>Pupil reminded of expectations</p> <p>1 warning given</p> <p>moved seat, rule reminder, verbal or non-verbal warning, Lines (Max 200) short detention upto 15mins (break/lunch/after school)</p>
2	<p>Persistent low level disruption</p> <p>Not met expectations</p> <p>Column 2 of behaviour grid</p> <p>Continuation of stage 1 into same or future lessons or anything from column 2 of behaviour grid.</p>	Teacher	<p>Pupil issued a detention with the teacher (minimum 30 min's)</p> <p>Other sanctions available in addition to the detention: completion of additional work, removal of privileges, subject mentoring, temporary removal to another colleague, stand at the back of class or at the door (max 5 mins)</p> <p>If the issue continues in future lessons</p> <p>Pupil issued another detention with the teacher (minimum 30 mins)</p> <p>Pastoral team is notified and supports the teacher.</p> <p>If pupil misses any detention he is issued a one hour detention given by the teacher.</p>
3	<p>Not meeting expectations again</p> <p>Column 2 of behaviour grid</p>	<p>Teacher</p> <p>Pastoral</p>	<p>Teacher issues another 30min detention supported by pastoral team</p> <p>The subject report now needs to be used to monitor the situation for at least 5 lessons by pastoral team.</p>
4	<p>Still not meeting expectations</p> <p>Column 2 of behaviour grid</p>	<p>Teacher</p> <p>Pastoral</p>	<p>Pastoral team issues a one-hour subject detention with Teacher</p>

			<p>Pastoral team arranges for pupil to be placed on a Pastoral report for 1 week (form P1)</p> <p>Pastoral team meet with parents regarding the concerns and letting them know their child is on report. Targets agreed and recorded on parent meeting form.</p> <p>Pastoral team then monitor report decide if situation moves to next stage</p> <p>Principal is informed</p>
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UNIFORM Direction to ALL staff:

- Form tutors should check uniform during morning and afternoon registration. This must be done as part of "meet and greet" before pupils go into the form room OR once pupils are in the room.
NO PUPIL SHOULD LEAVE REGISTRATION WITHOUT CORRECT UNIFORM
- Subject teachers must check uniform each lesson as part of "meet and greet" before pupils go into the classroom OR once pupils are in the room.
- Uniform must be checked during corridor supervision or whilst on duty by all staff.

This may be onerous to start with but if ALL staff insist on full uniform and act consistently, pupils will quickly become aware that high expectations are part of whole school policy.

Pupil Subject Report Sheet

Name:	Form:	Date:
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Due to your **poor** behaviour you have now been placed on report for the subject of _____.

This report is designed to help you to **improve** your behaviour so that you can learn **and** allow others to learn. Remember, your Education is **extremely** important, the more you learn the greater your **opportunities** will be once you leave school.

Targets	Description of target
1	
2	
3	

A	B	C	D
Excellent	Good	Satisfactory	Improvement Needed

Date	T1	T2	T3	Teacher Comment	HOD sig

Curriculum Leader Comment

Signed by Parent _____

Parent Meeting Record

Pupil Name _____ Form _____

Department _____ Staff Member _____

Pastoral team member _____

People present:

Teacher pastoral team

Other _____

Details of discussion:

Target 1	
Target 2	
Target 3	

Name & Signature of teacher _____

Name & Signature of Parent _____

The following referral form may be used by the teachers in instances where a whole class is showing substantial on-going concern after teacher and pastoral intervention.

This form should be used to inform the Headteacher and then in liaison with the Pastoral team strategies can be used to ensure the class moves forward in regards to learning outcomes.

Teacher to Headteacher Referral (Whole Class 'Substantial' Concern)

Teacher Name _____

Subject _____ Group _____

The class above is failing to take advantage of the learning opportunities within the above curriculum area.

Brief Details of issues hindering learning (including staff member/s concerned):

Concerns (Please do not name individuals):

Action Already Taken:

Signed by teacher _____

Date _____

Class Report

Due to concerns with behaviour the group below has been placed onto a class report.

Class:

Date:

Lesson	Teacher	Concerns (please state names of pupils if any that disrupted the lesson and had a major impact on the progress of other pupils. Please also state what they did)
1		
2		
3		
4		
Pastoral team comment		

Pastoral team Daily Report

Name:

Form:

Date:

Please tick or cross whether the pupil has achieved their targets in your lesson. If a pupil has not achieved their target please issue an appropriate sanction and record it on the report.

Target	Individual Pupil Targets	Lesson				
		1	2	3	4	5
1						
2						
3						
4						
Initial of Subject teacher						

Additional Comments:

Pastoral team Comment:

Signature

Signature of Parent

TEACHER REFERRAL SHEET

For out of class/serious misbehaviour

Pupil Name _____ Form _____

Date of incident _____ Time of incident _____

Place of incident _____

Behaviour (code) _____

Please provide details of incident:

Staff name _____

Date _____

Please place completed form into referral box in main office immediately

Concerns Round Robin

Name: _____ Subject _____

Date: _____ Teacher _____

Please indicate below some areas of concern regarding the above student that the school ought to know about.

Attitude towards staff good satisfactory unsatisfactory

Effort in class good satisfactory unsatisfactory

Attitude towards learning good satisfactory unsatisfactory

Progress in subject good satisfactory unsatisfactory

Role within the class valuable member reasonable member always productive

Is he on target? Yes No (please explain) Is there a reason?

How does the student interact in lessons with other pupils/staff? _____

Does the student show confidence in this subject? _____

How often is homework given? _____

Is homework completed on time? Yes No

How is behaviour and attitude in class? _____

What support could be given at home? _____

Any other comments/concerns

Please return form to Pastoral team

Pupil Referral Sheet

Pupil:		Form:		Date:	
Subject/place of incident		Staff			
Behaviour code		Teacher action			
Comments					

Please complete the above sheet completely and hand in at front office. If the above incident is of a serious nature, then please speak to the pastoral team immediately.

Pupil Referral Sheet

Pupil:		Form:		Date:	
Subject/place of incident		Staff			
Behaviour code		Teacher action			
Comments					

Please complete the above sheet completely and hand in at front office. If the above incident is of a serious nature, then please speak to the pastoral team immediately.

Pupil Referral Sheet

Pupil:		Form:		Date:	
Subject/place of incident		Staff			
Behaviour code		Teacher action			
Comments					

Please complete the above sheet completely and hand in at front office. If the above incident is of a serious nature, then please speak to the pastoral team immediately.

Pupil Referral Sheet

Pupil:		Form:		Date:	
Subject/place of incident		Staff			
Behaviour code		Teacher action			
Comments					

Please complete the above sheet completely and hand in at front office. If the above incident is of a serious nature, then please speak to the pastoral team immediately.

