



Robert Clack School of Science

Behaviour Policy 2020 – 2021



The Governing Body, Headteacher and Staff will ensure that the policy is implemented equally in all cases, without regard to ethnic origin, cultural differences, gender, disability or sexuality. They will ensure that pupils are listened to and that their concerns are appropriately addressed.

Rationale

Good behaviour is founded upon good relationships and clear expectations. Robert Clack School will best achieve its educational aims if codes of conduct are accepted, understood, observed and adhered to. The overriding aim should be to encourage self-awareness, self-discipline and mutual respect. The school recognises that every Pupil and member of staff is responsible for promoting good behaviour. We recognise that poor behaviour forms a significant barrier to learning and progress. To this end, it will not be tolerated.

This will be achieved by the following:

- a. A consistent approach to behaviour management;
- b. Strong school leadership;
- c. Classroom management;
- d. Rewards and sanctions;
- e. Behaviour strategies and the modelling of good behaviour;
- f. Staff development and support;
- g. Pupil support systems;
- h. Communication with parents and other agencies;
- i. Managing pupil transition;
- j. Organisation and facilities.

1. Behaviour Principles

Robert Clack School aims to adhere to and uphold the following principles:

- Have a caring, secure and orderly community in which the boundaries of acceptable behaviour are clear, shared and consistent, and reflect Government legislation as represented in the Education Act 2002 (amended 2011); The Education and Inspection Act 2006; School Discipline (pupil exclusion and reviews) 2012; The Education Regulations 2007; The Human Rights Act 1998; and the Race Relations Act 1976 (amended 2000);
- Ensure that all staff are aware of the support available to them to sanction poor behaviour;
- Ensure that pupils and parents are aware of the School's expectations via the Home/School agreement and associated documents;
- Ensure that all pupils are clear about the School's expectations through their Pupil Planner, visible displays in school and assemblies;
- Ensure that pupils are familiar with the Robert Clack Referral System, which is used to both sanction unacceptable behaviour and celebrate success;
- Ensure that all pupils are aware of how to contribute to the interform competition;
- Ensure that pupils understand how their behaviour contributes to the overall learning climate of the school;
- Ensure Equality of Opportunity for all pupils;
- Consider the impact of each individual's behaviour on the school community as a whole;
- Work as part of a multi-agency network where necessary;
- Promote clear values and a clear moral code;
- Enforce fair, consistent and appropriate sanctions when necessary;
- Involve governors wherever it is appropriate or required;
- Use counselling whenever appropriate;
- Use IEPs wherever relevant to support behaviour;
- Utilise parental support and involvement: when conducting reintegration meetings following a placement in the Internal Exclusion Unit/Learning Support Centre or short-term alternative provision placement; when conducting re-admission meetings following fixed term exclusion; when issuing Parenting Contracts and/or Fixed Penalty Notices.

2. Pupil Expectations

- All pupils receive a Pupil Planner at the start of each term, which they must carry with them at all times. Pupils are aware that the school rules and expectations are clearly documented here;
- All pupils are expected to prioritise their learning and understand the importance of mutual respect, compassion for others, self-discipline, high expectations and aspirations, and hard work;
- Pupils are expected to behave with courtesy and respect towards others at all times whilst in school and within our local/wider community;
- Pupils must attend school regularly and be punctual;
- Pupils must be prepared for lessons with the correct equipment including: school planner, exercise books, reading books, dictionary, black pens, pencils,

coloured pencils, ruler, rubber, sharpener, compass, protractor and scientific calculator. They must also have their PE kit if required for the day;

- Pupils must meet all deadlines;
- Correct school uniform shall be worn at all times by pupils. All pupil property should be clearly labelled;
- Eating and drinking is not allowed in the corridors, classrooms or outside on the school grounds;
- Photographic or video images of staff and pupils must not be used or passed on to third parties e.g. websites (unless written permission has been obtained);
- At all times during the day, including lunchtimes, pupils must stay on site;
- If leaving the school site with permission, pupils must gain authorisation from their Head of Year and obtain a pink slip from the attendance office;
- Pupils may be kept on site for a 15-minute detention without prior notice; Detentions longer than 15 minutes will require 24 hours' notice. This will be written in the school planner. Parents must check planners for notification;
- Pupils should only be in the building between 8.00am and 3.30pm unless they are taking part in a supervised activity;
- **Damage/Loss to Property:**
 - A charge will be levied in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be equal to the cost of replacement or repair, or such lower cost as the Head Teacher may decide;
 - A charge will be levied in respect of willful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge will be equal to the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

3. Banned items

- The following items are not permitted on the school site: mobile phones, tablets, smart watches, any other electronic device, chewing gum, matches, cigarettes/e-cigarettes, lighters, correction fluids, aerosols, laser pens, metal combs, steel toe capped shoes and jewellery (except watches). The school reserves the right to confiscate any item considered to be dangerous, offensive or inappropriate. In relation to dangerous items, it is likely that the school will involve the police.
- Parents will be expected to collect banned items such as mobile phones from the school office.

4. Unacceptable Behaviour Outside of the School

Maintaining a strong partnership with the local community is extremely important at Robert Clack School; we consider ourselves to be a school for the community. We expect our pupils to take responsibility for their actions outside of school. We also have a legal right to discipline pupils for misbehaving outside of the school premises under Section 89(5) of the Education and Inspections Act 2006.

All unacceptable behaviour and instances of bullying occurring anywhere outside of the school, which have been witnessed by a staff member or reported to the school, will be dealt with according to this policy.

This will include any unacceptable behaviour when a student a student is:

- Taking part in any activity organised by the school;
- Travelling to and from school;
- Wearing school uniform;
- In some other way identifiable as a pupil of the school;
- Could have repercussions for the orderly running of the school;
- Poses a threat to another pupil or member of the public;
- Could adversely affect the reputation of the school.

5. The Referral System

- Schools are complex places and Robert Clack School will endeavour to see each pupil involved in an incident individually.
- Staff are expected to uphold and adhere to the referral system at Robert Clack, which covers both negative and positive behaviours.
- The referral system will be used by Leaders of the Learning Community to follow up poor behaviour, sanction pupils where necessary and create a dialogue between themselves and the parents/carers. The system is also used to recognise and reward positive behaviour.
- Leaders of the Learning Community will also use positive referrals to reward Pupils and celebrate their success in their weekly assemblies.

6. Classroom Behaviour and the IEU

- Students who disrupt learning are given clear warnings:
 - **Warn** (1st warning);
 - **Sanction** (2nd warning);
 - **Remove** (IEU).

This warning system is for high frequency disruptive behaviour, which we do not tolerate at Robert Clack School. **Serious incidents other than the below will result in immediate removal to the IEU.**

- Disruptive behaviour may include:
 - Talking at inappropriate times;
 - Being too noisy;
 - Not working on the task set;
 - Disturbing other students;
 - Interrupting behaviour.

Students who do not respond to the teacher's warning and continue to disrupt the learning for others should be sent directly to the IEU.

- **IEU Detention Procedures**

Pupils who are sent to the IEU will automatically receive an after-school detention on the same day, overseen by the pastoral team, who will make contact with parents.

It is expected that the referring teacher will attend the IEU between 3.00 and 3.15pm on the same day to speak with the student and HoY. These restorative conversations are crucial in maintaining/rebuilding positive classroom relationships.

Any student sent to the IEU may also be required to complete a department detention. This needs to be recorded in the student's planner. This is the responsibility of the classroom teacher and/or CC/HoD.

7. Detentions

- Detentions are used as a sanction in response to poor punctuality, poor quality classwork, lack of, or poor quality homework and behaviour concerns.
- Whole-class detentions should not be set.
- Class teacher detentions may be set by staff within departments for:
 - Failure to complete homework;
 - Low level disruption;
 - Failure to bring equipment to lesson.
- Staff may issue 'no notice' detentions of 15 minutes, but must give parents a minimum of 24 hours' notice, which should be documented in the pupil's planner, if a pupil is to be detained for a significant period of time, e.g. longer than 15 minutes after the school day.
- Department detentions are held weekly. Students should attend this if a teacher in that subject has referred them to the HoD for persistent low-level issues or leading indicator behaviours, for example:
 - Persistent failure to complete homework;
 - Persistent lack of equipment;
 - Persistently forgetting to bring their book to class;
 - Failure to attend a class teacher's detention.
- Students who fail to attend a class teacher detention should be referred to the CC/Head of Department detention.
- Students who fail to attend a CC/Head of Department detention should be referred for a Head of Year detention.
- Students who fail to attend a Head of Year detention will receive a two hour detention on the Wednesday or Friday of that week.
- Heads of Year, Senior Leaders of the Learning Community and the Senior Leadership Team can set a 5pm detention on a Friday for repeated serious misdemeanours.

8. Serious Incidents

Serious incidents should be dealt with by any staff present to ensure the safety and wellbeing of students and staff. Any incident involving physical aggression or serious verbal abuse (e.g. swearing, sexist or racist abuse) must be reported to a Pastoral Leader/Senior Leadership Team immediately afterwards. Additionally, the incident must be recorded on BehaviourWatch as soon as possible.

Persistent or serious infractions of the school's behaviour expectations may result in an IEU isolation, an opposite site exclusion (OSE), an internal exclusion (IFTE), a fixed term exclusion (FTE) and/or students/parents/carers being requested to appear before the governing body's Disciplinary Committee.

Incidents involving prejudice

In line with the school's values, we expect students to show respect and consideration for others. Racist/sexist/homophobic or any other type of prejudice towards other students or staff will not be tolerated.

All incidents involving prejudice will be treated as a serious incident and the procedure for dealing with serious incidents will be followed.

9. Exclusion Policy

Only the Head teacher of a school can exclude a pupil and this must be on disciplinary grounds. A pupil may be excluded for one or more fixed term periods (up to a maximum of 45 school days in a single academic year), or permanently in exceptional cases (where further evidence is required) a fixed period exclusion may be extended or converted to a permanent exclusion. There are five levels of exclusion:

- **Internal Exclusion** – In this instance, the pupil is isolated in the IEU, PRU or LSC for a period of time. Parents will be notified of this by the pupil's Head of Year or member of the SLT. A one-hour detention is set on the day of their isolation, which extends their school day until 4pm.
- **Opposite Site Exclusion** – the pupil is isolated in either the IEU/PRU or LSC of the opposite site to that which they regularly attend. Parents will be notified of this by the pupil's Head of Year or member of the SLT. At the end of the period of exclusion, parents meet with the Head of Year and/or member of the SLT to discuss the reasons for the exclusion and to agree a reintegration plan.
- **Internal Fixed Term Exclusion** – the pupil will be isolated in the Internal Fixed Term Exclusion (IFTE) Unit for a fixed period of time. Parents will be notified of this by the pupil's Head of Year or a member of the SLT. The school will set appropriate work for the pupil to complete during their period of IFTE. At the end of the period of exclusion, parents meet with the Head of Year and/or member of the SLT to discuss the reasons for the exclusion and to agree a reintegration plan.

- **Fixed Term Exclusion** – In this instance, pupils are not allowed to attend school and must not be in a public place during school hours. The school will set work for the pupil to complete at home and it is the responsibility of parents to supervise the pupil. If the exclusion is for 6 or more days, the Pupil will be required to attend the Local Authority's Tuition Centre from day 6 until the end of the period of the exclusion. At the end of the period of exclusion, parents meet with the Head of Year and/or member of the SLT to discuss the reasons for the exclusion and to agree a reintegration plan.

- **Permanent Exclusion** – the decision to permanently exclude a pupil will be taken in response to a serious breach, or persistent breaches, of the school's behaviour policy and where a pupil's behaviour means allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in school. The Headteacher may consider a serious breach of the behaviour policy to be any of the following (although this list should not be deemed exhaustive):
 - Serious actual or threatened violence against another pupil or a member of staff;
 - Sexual abuse or inappropriate sexualised behaviour;
 - Being in possession of, under the influence of, or supplying an illegal substance;
 - Carrying an offensive weapon;
 - Behaviour which could be injurious to themselves as well as others in or around the school environment;
 - Absolute refusal to confirm to reasonable requests by staff.

The Governing Body is involved in all fixed term and permanent exclusions. The Governing Body will be convened when a pupil has been excluded in excess of fifteen days in any one term or has been permanently excluded. A Governing Body Panel will also be convened in relation to any fixed term exclusion that would lead to a pupil being excluded from between 6 and 15 days, but only when the pupil's parent(s) express a wish to make representation.

10. The Principle of Escalation

The School will apply the **principle of escalation** to all sanctions. This means that if a pupil continues to exhibit behaviour that contravenes the expectations of this policy, he or she will be subject to escalating levels of sanction. For example, if a pupil has been issued an Internal Fixed Term Exclusion and then disrupts the learning environment in the IFTE, he or she is likely to be issued with a Fixed Term Exclusion.

11. Expectations of Parents / Carers

- Ensure that my son/daughter comes to school on time, any absences are notified by telephone on the day of absence, and a note accompanies the pupil on his /her return. It is a legal requirement that your son/daughter attends every day for the whole day unless there is a good reason for absence;
- Plan holidays during school holidays;

- Provide a supportive environment at home that encourages learning, application and participation and take an interest in my son/daughter's life at school;
- Support the school's policies, especially on behavior, sanctions, including detentions and uniform*, and ensure that jewelry, mobile phones and MP3/4 players, or any other banned items are not brought on to the school premises;
- Ensure that photographic or video images of staff and pupils are not used or passed on to a third party unless permission has been obtained;
- Review the Planner regularly, signing it to indicate homework is being monitored and responding to notes from staff;
- Read all communication, either in the written or electronic format, from the school and respond accordingly;
- Attend Parents' Evenings and meetings concerning my son/daughter's progress;
- Contact the school when a concern has arisen, with the expectation of swift action by the school and with the right, if necessary; use the school's complaint procedure;
- When visiting the school by car, I will park in a careful and considerate manner not to obstruct the footpaths, highways or driveways of our local residents;
- Support the school by encouraging my child to abide by all school policies;
- We expect all parents / carers to treat all school staff with respect and courtesy at all times. Abuse of any kind will not be tolerated and will be referred to the London Borough of Barking and Dagenham.

Sixth Form Behaviour

School Rules and Dress Code

The 'home school agreement' details what you can expect from us as Robert Clack School working as part of the North East Consortium. The home school agreement also outlines our expectation of pupils and their parents.

This document gives further details on the school rules for sixth form pupils.

Responsibilities of Sixth Form Pupils

Sixth form pupils are expected to follow the rules listed below:

- Behave with courtesy and respect towards others at all times whilst in school and within our local/wider community.
- Attend school regularly and be punctual.
- Be prepared for lessons with the correct resources and equipment and carry their Sixth Form Diary at all times.
- Meet all deadlines for homework and assessments and complete a minimum of 4 hours planned study per subject per week.
- Walk on the left side of the corridor and move sensibly around the school site.
- Dress in accordance with the Sixth Form Dress code at all times (outlined below). ID badges should be worn and visible at all times and outdoor coats should not be worn in the building.
- Eating and drinking is only permitted in the school canteen or common room.
- The following items are prohibited on school site: chewing gum, cigarettes, e-cigarettes, lighters, alcohol, drugs (including 'legal highs'), matches, correction fluids, aerosols, laser pens, and metal combs.
- Valuable items should not be brought into school. The school cannot take responsibility for the loss of personal items. (The Governing body allows all Pupils in an emergency to contact home free of charge from the school office phone).
- Photographic or video images of staff and pupils must not be used or passed on to third parties e.g. websites (unless written permission has been obtained).
- If leaving the school site with permission during a timetabled lesson, Pupils must gain authorisation from their Head of Year.
- Pupils must attend after school sessions as directed by the class teacher or the relevant Head of Year.
- Pupils should only be in the building between 8.00am and 3.30pm unless they are taking part in a supervised activity. Pupils must not work in unsupervised areas of the school.

Failure to comply with the school rules will be communicated to parents and appropriate sanctions and support put in place to help the pupil improve. Persistent breaches of the school rules or a serious breach of the school rules may lead to a pupil being removed from the Sixth Form.

Attendance and Punctuality

We expect all pupils to:

- Have an attendance of 95% or above and have no unauthorised absences.
- Arrive to all lessons and school events on time.
- Complete paid work outside of school hours so that it does not affect attendance to school and/or after school sessions.

Should a child be unwell or not able to attend school for another legitimate reason, we expect parents to contact the school to let us know:

- Main office: 0208 270 4200
- Mrs Humm (Administration Assistant/Attendance Officer):
ahumm@robertclack.co.uk, 0208 270 1627
- Miss Olson (Administration Assistant/Attendance Officer):
oolson@robertclack.co.uk, 0208 227 8219

Failure to meet these expectations will be communicated to parents and appropriate sanctions and support put in place to help the pupil improve. Persistent failure to meet these expectations or a very poor attendance / punctuality may lead to a pupil being removed from the Sixth Form.

Dress Code

The wearing of a school uniform is an integral part of the ethos of Robert Clack School. The dress code for all Sixth Form pupils is **smart business** wear:

- Boys - Formal dark coloured suit with jacket and trousers, shirt and tie.
- Girls - Formal dark coloured suit with jacket, trousers / skirt (which must be no shorter than the knee) and a blouse (or a suitable professional equivalent).
- Everyone will be expected to wear smart leather (or leather effect) shoes.
- Make up, hairstyle, hair colour and piercings should conform to what would be acceptable in all professional environments. For example:
 - Piercings should be discrete. Excessive or extreme facial piercings are prohibited.
 - Hair should be neat and tidy with no extremes of colour.
- ID badges should be visible at all times and outdoor coats should not be worn in lesson or in the building during lesson change over.

Anything that deviates from this smart professional image will not be permitted. If pupils are in any doubt as to whether an item of clothing is acceptable or not, then it is most likely NOT and should not be worn without seeking approval first.

If pupils fail to adhere to the dress code they will be asked to return home to change into clothes that meet the above requirements. Any lessons missed because of this will be recorded as an absence from school.

Appendix - COVID-19 Amendment

In order to minimise the risk of Covid-19 transmission, there is an expectation that all pupils will adhere strictly to the following:

- COVID-19 Risk Assessment requirements, which will have been presented to pupils during their induction session at the start of term, in addition to updates at the beginning of each teaching session;
- Comply with instructions given by any member of staff in relation to the COVID-19 Risk Assessment and Health, Safety and Wellbeing expectations;
- Maintain a social distance of 2 metres from adults at all times and ensure that they do not cause any cross-contamination with others by purposely mixing with pupils in other year groups ('bubbles'), coughing, sneezing or spitting directly at someone or in their general direction;
- Go home immediately at the end of the school day – pupils must not congregate in groups outside the school gates.

Any pupil who fails to follow the expectations set out above will be sent home for the remainder of the school session. However, this does not preclude the implementation of further sanctions in accordance with this policy.