

Behaviour Policy

January 2017



Queen Elizabeth Grammar School Penrith

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Behaviour Policy

The school aims ...

- To create a calm and co-operative working atmosphere so that each student can achieve his/her full potential.
- To foster positive caring attitudes so that each student feels valued and values others.
- To encourage increasing independence and self-discipline so that each student learns to accept responsibility for his/her own behaviour.
- To raise awareness about appropriate behaviour and to make the boundaries clear.
- To work in partnership with parents and carers.
- To encourage students to respect their environment.
- To encourage students to behave in such a way that furthers the interests of the local and wider community

Staff at the school will ...

- Maintain and uphold high standards of behaviour in their classrooms and teaching areas, using the Behaviour Policy when necessary.
- Treat students with respect and dignity.
- Encourage and reward good behaviour whenever possible.
- Challenge behaviour which falls short of what is expected at QEGS, whether during lessons or around the school site at any time.

Rights and Responsibilities

Rights

As a student of Queen Elizabeth Grammar School you have the right:

- To enjoy a high quality education.
- To feel safe and secure.
- To benefit from a broad and balanced curriculum which meets your individual needs, and offers a wide range of GCSE and 'A' level examinations.
- To have your work marked regularly and to receive feedback.
- To enjoy a wide range of extra-curricular opportunities.
- To receive regular reports.
- Not to be bullied.
- To tell a member of staff if someone, or something, is making you unhappy.

Responsibilities

As a student of Queen Elizabeth Grammar School, the school expects you:

- To attend school regularly and to be punctual.
- To work hard and make the most of every lesson.
- To complete all homework and course work as set.
- To come to school wearing the correct uniform and with the correct equipment (See appendix 1).
- To make the most of all opportunities, both curricular and extra-curricular.
- To respect individual differences.
- To inform a member of staff if you feel someone's rights are being denied.
- To be supportive and helpful towards students and staff.
- To be aware of the needs of, and contribute positively to, the local and wider community

Behaviour for Learning Expectations:

Before a lesson begins, students are expected to:

- Line up in an orderly and quiet manner if their lesson is in a room which requires them to do so.
- Enter rooms quietly and on time. If students are allowed into the room before the lesson, they should be in their seats and quiet by the time the lesson is due to begin.
- Remove all outdoor clothing on arrival in the classroom, and ensure their uniform is complete, and being worn correctly.
- Make sure they have the correct equipment for each lesson, and have all necessary equipment out ready for the lesson to start.
- Make sure that mobile technology is turned off, and that devices are put out of sight.
- Sit at the desk they have been allocated in accordance with the class seating plan.

The lesson begins when the teacher greets the whole group from either the front of the classroom or at the door. The teacher will signal that the lesson has begun by greeting the class, this will usually be with 'good morning' or 'good afternoon'. From this point onwards students are expected to behave appropriately for a formal learning environment.

During a lesson, students are expected to:

- Listen carefully to the teacher and carry out all requests quickly and quietly.
- Raise a hand if they wish to contribute.
- Work sensibly with classmates.
- Record all homework in their planners. This should include the deadline date.
- Behave and speak in a manner which is appropriate for a formal learning environment.
- Ask for help by raising their hand, or asking the teacher at an appropriate moment.
- Remove their blazers quietly if they wish to do so. Students do not need to ask permission to do this.

During a lesson, students are not allowed to:

- Eat, chew gum, or drink anything (other than water). *There must be no drinking of any kind in science labs or technology workshops.*
- Use, check or respond to any form of mobile technology. Mobile technology should be switched off during lessons. Teachers may occasionally allow students to use mobile technology to aid a specific learning task. If this is the case, students will be given clear permission to do so.
- Leave the lesson without permission from the teacher.
- Talk over the top of the teacher, or another member of the class who 'has the floor'.
- Use inappropriate language, or behave in a manner which interferes with learning in any way.
- Pack their equipment and books away without the member of staff asking them to.

At the end of a lesson, students are expected to:

- Pack their things away in a quiet and orderly fashion when instructed to do so.
- Ensure their uniform is complete and being worn correctly.
- Stand behind their desks (with the chairs tucked under) in silence, having ensured the room is clean and tidy.
- Wait to be dismissed in stages by the member of staff.

If students are absent from a lesson, they are expected to:

- Find out what work has been missed, and copy up or complete the work as soon as possible.
- Tell the teacher if they are having any problems with the work.

Behaviour Around School

Students are asked to:

- Be courteous and polite towards other members of the school and visitors.
- Wear the correct school uniform smartly and appropriately (see appendix 1).
- Eat only in the designated areas (dining room, snack bar, hall or outdoors).
- Keep the school site free from litter.
- Be punctual and sign the late book if they miss registration.
- Move around the buildings quietly and without running, keeping to the left where possible.
- Not bring the following items to school: knives, cigarettes, matches, lighters, alcohol, illegal substances, chewing gum, expensive items which could get lost, damaged or stolen. There is a mobile phone policy (see appendix 2) which should be read in conjunction with this policy.
- Treat with care text books and school property. Report all accidents and breakages to the school office or to a member of staff. **A charge may be made for damage (this should not exceed the cost of repair or replacement, and associated costs).**
- Remain on school premises during the lunch hour if they are in Years 7-11, unless permission has been given by staff to do otherwise. Year 11 students who have been rewarded with a Town Pass must use it in accordance with the conditions of the pass.
- Make sure their equipment and clothing is marked clearly and permanently. Keep money under close personal care or deposit it with a teacher for safe keeping.
- Follow the specific health and safety rules for behaviour in workshops and laboratories, and when participating in sporting and outdoor activities.
- Follow the specific rules for the use of the computer facilities in school, and observe the ICT user agreement. The ICT user agreement should be read in conjunction with this policy. Any student who misuses the computer facilities will have access withdrawn, either temporarily or permanently. Any student who is aware of another student abusing the computer facilities (for example looking at inappropriate websites or sending bullying emails) should report the incident immediately to a member of staff, either by using the report button or speaking personally to a member of staff.

Behaviour Outside of School

Behaviour outside of school may fall within our behaviour policy. Appropriate behaviour is expected of all our students and the behaviour policy applies when:

- Taking part in any school-organised or school related activity.
- Travelling to and from school, or wearing our school uniform.
- Students are identifiable as a member of the QEGS school community.
- Interacting with other students online.

Behaviour on School and Public Transport

When travelling on any form of transportation to and from school it is expected that all students behave in an appropriate manner. Students are expected to:

- Behave in a polite and calm manner on public transport, obeying all instructions from transport staff.
- Wear seatbelts on buses and remain in their seats for the duration of the journey.
- Follow the rules and regulations for the method of transportation being used.
- Report all issues with transport to a member of QEGS staff.

Rewards

Staff will seek to reward good work and encourage and reward good behaviour whenever possible.

- Teachers praise students in class and mark work positively, giving encouraging comments where appropriate.
- Teachers sign commendation squares in the student's planner to reward individual effort (academic or social). There is a staged reward scheme with prizes and certificates (see appendix 3).
- At lunchtime, mid-day supervisors and prefects commend good behaviour by filling in an achievement slip and giving it to Mrs Chapman who passes it to the Head of Year and Tutor. Helpful actions often achieve commendations in planners.
- Competitions are included in the academic programme, (e.g. Mathematics Challenge). Certificates are awarded to high achievers. Extra-curricular competitions are encouraged too, such as the regular participation of the choir and orchestra in the Carlisle Music Festival, sports practices and fixtures.
- Assemblies offer the opportunity for senior staff to praise individual and team performances in sport and other curriculum areas.
- Exam awards evenings allow each member of the year group to receive individual public recognition. Prizes are awarded for individual examination performance and general effort across a range of subject areas.
- Regular items are placed in the local press by the Assistant Headteacher, to highlight individual and group achievements and to mark special occasions.
- Prizes are awarded to team and individual charity efforts.
- Year and SLT assemblies offer the opportunity to praise individuals, classes and year groups.
- Concerts, drama productions and end of term assemblies allow students to share their talents with the wider school community and receive due recognition.
- End of year trips and extra-curricular treats may be organised by tutors and Heads of Year to reward groups who have contributed to the wider life of the school.
- We encourage students to make a positive contribution to the community and reward their efforts where appropriate.
- Excellent attendance will be rewarded with an attendance certificate, presented in assembly by the Attendance and Support Officer.
- Celebration breakfasts for students who have excelled in academic studies, sporting success or other extra-curricular activities.

Sanctions

For all issues staff may choose to contact home either by phone or via the planner if they think it will help to resolve the problem.	1	2	3	4	5	6	
	First Offence	Repeat Offence Either in same lesson or in subsequent lesson with same staff.	Continued Offence(s) (Over a number of lessons or through repeated refusal to comply with staff).				
Inappropriate behaviour outside lessons.	Reminder or warning. If more serious then the member of staff dealing with the issue should log on SIMS.	Persistant problems outside lessons can be monitored on SIMS by tutors / HOY.			SLT Detention – If behaviour does not improve following departmental detention, they can be placed in SLT detention.	Students may be placed in internal isolation for serious or persistent behavioural issues – SLT will arrange this.	In addition to these sanctions, the Headteacher may, on occasions decide to exclude a student.
Lack of effort / Poor attitude / Not Completing Classwork	Reminder or warning.	Log on SIMS. Move within class.	Log on SIMS.	Departmental Detention. <i>If appropriate...</i> Remove to neighbour.			
Failure to act on teacher request.		Teacher Detention.					
Shouting out or interrupting others.							
Disruption							
Eating, chewing or drinking in classrooms.							
Planner not signed or not used.							
Failure to produce homework within the reasonably allocated time.	Reprimand. Log on SIMS.	Log on SIMS. Teacher Detention.					
Incorrect uniform. Lack of equipment.	Reprimand. Log on SIMS.						
Inappropriate language. Inappropriate behaviour.	Warning or reprimand. Log on SIMS. <i>If deemed more serious stage 2 or 3 can be used in first instance.</i>						
Mobile phone or other device used or checked within a lesson.	Remove technology. Hand to reception (see appendix 2) Log on SIMS	Remove technology Hand to reception (see appendix 2) Log on SIMS					
Mobile phone or other device disturbs a lesson.	Warning.						
Physical or Verbal Abuse of any kind			Remove from lesson immediately. Send to SLT member. Stage 4 or 5 may be missed out. Log on SIMS				

Staff should not give blanket punishments to a group or form because of the poor behaviour of an individual in that group.

Exclusion

In addition to these sanctions, the Headteacher (or Deputy Head acting in the Headteacher's absence) may on occasions decide to exclude a student. This sanction may take the form of:

- A short, fixed term exclusion (usually between one and five days). This is used in instances of serious misbehaviour (violence towards other students, verbal abuse of staff, behaviour which threatens the safety of others) or persistent poor behaviour which does not respond to any other sanction. The short exclusion can be a constructive period and should have a salutary effect on other students as well as the offender.
- A fixed term but longer exclusion (up to 45 days in a school year). This can be used only rarely and principally where extra time is needed for students to be successfully reintegrated.
- A permanent exclusion. This can be used for students whose behaviour continues to be inappropriate in school.

In the event of an exclusion, parents will be contacted before the student is sent home. A formal letter will follow, containing the following information:

- Why the student has been excluded
- The length of the exclusion
- The arrangements for re-admission
- Information about parents' right to appeal
- An explanation that copies of the letter go to the governors and the local education authority (not necessary for exclusions of five days or fewer, the first time in a term).
- Teachers will leave work for excluded students in reception to be collected by parents.

All set work should be completed by the time the student returns to school.

The Headteacher may decide to arrange an on-site exclusion, in which the student will work in isolation, supervised by a teacher.

Other related policies:

Managing Bullying Behaviour, ICT user agreement, Home-School agreement, Attendance Policy

Policy Reviewed: January 2017

Mr R M Dawson

Appendix 1 – Uniform

Girls (Years 7 – 11)

- black blazer with school badge
- black trousers (no culottes, leggings, jeans, trousers with wide flares or tight fashion trousers)
- black skirt in a simple style (very short, very long or tight skirts are unacceptable)
- plain white buttoned blouse with a collar to take a tie
- black V-neck jumper (optional)
- school tie (clip on only)
- black shoes of a sensible style (no trainers, canvas shoes or high-heeled shoes)
- boots are acceptable with trousers but not with skirts
- white or black socks or black tights

Boys (Years 7 – 11)

- black blazer with school badge
- black trousers (no jeans, cords or tight fashion trousers)
- plain white buttoned shirt with a collar to take a tie (casual or sports shirts should not be worn)
- black V-neck jumper (optional)
- school tie (clip on only)
- black shoes of a sensible style (no trainers or canvas shoes)
- white or black socks

Hair, Make-up and Jewellery

- Hairstyles and colour should complement the formal nature of school uniform and not reflect extreme fashion trends.
- Make-up, including nail varnish is considered unacceptable for school. Students wearing make-up or nail varnish will be asked to remove it.
- For reasons of safety and security we discourage pupils from wearing jewellery in school. Any item worn should be unobtrusive and will be limited to: one watch, one plain finger ring, one stud earring only in each pierced ear. Nose rings, facial and body piercings are unacceptable for school. All items of jewellery must be removed if requested in specialist subjects.

Sixth Form

Students are expected to dress appropriately for work, in a smart-casual manner. The following items are not acceptable: tops with offensive logos, sleeveless tops or dresses, low-cut tops or dresses, shorts, facial piercings, stiletto heels, short skirts or dresses, T-shirts worn as a dress with or without leggings/jeggings, sportswear.

Appendix 2 - Mobile Telephones Acceptable Use Policy

The term 'Mobile Phone' covers all portable technological devices including (but not limited to) mobile telephones, smart watches, tablet devices, and other mobile technology.

- Mobile phones may be brought to school but at the students' own risk.
- Staff will not under any circumstances spend any time investigating damaged, lost or allegedly 'stolen' mobile phones.
- The school's insurance only covers students' mobile phones when the phone is in the care of a member of staff.
- **Mobile phones must be switched off and remain out of sight during lesson time.**
- For PE and Games lessons mobile phones should be placed in the valuables box at the start of the lesson or in the lockers provided.
- During all public examinations, mobile phones should be placed in the box provided by the invigilator at the start of the exam.

Acceptable use:

- If a teacher asks a student to use their mobile phone as part of a lesson.
- Mobile phones may be used during break or lunchtime and when waiting for buses. Phones should be used outside of lesson time and should not be used to video, photograph or record.
- On a curriculum trip to contact parents about return time or in the event of an emergency.

Unacceptable use:

To be read in conjunction with the 'ICT Acceptable Use Policy' and the 'Bullying Policy'.

- Using phones anywhere on the school site for calls, texting, playing games or for any other reason **during lesson time**.
- Using mobile phones whilst walking to and from school, especially when crossing roads.
- Using mobile phones whilst walking around school, especially when in congested areas, and areas that traffic can access.
- Mobile phones are not to be used in the canteen.

Sanctions:

For incidents of unacceptable use, the phone will be confiscated and handed in to reception.

In the first instance, the student should collect their phone at the end of the school day. If the phone is confiscated during the last lesson of the day, it can be returned at the end of the lesson.

In the second instance the phone should be handed to reception, and the Headteacher will send a letter home.

The parent/carer will then have to make an appointment with the Headteacher's PA to arrange a suitable time to come in to school to collect the phone.

Appendix 3 - Explanation of Rewards System

The Rewards System encourages excellent work and helpful actions. The student planners include rewards pages in which commendation squares are signed by teachers so that students can progress through different stages and collect certificates and prizes. This system should be used whenever it is felt necessary to commend a special effort, whether it be academic or social. Although there is not much room to write a comment in the squares, a one or two word caption is appropriate, such as 'good test' or 'homework', 'tidied room' or 'raised £100'. All squares should be clearly signed and dated.

From Spring 2017 onwards, commendations will be recorded on SIMS, and students can use the squares in the planner to track their rewards.

There are four stages of reward:

Year	Tutor Award	Head of Year Award	Deputy Head Award	Headteacher Award
7	Congratulatory Postcard	Congratulatory Postcard	Certificate QEGS Prize	Certificate Gift Voucher
8	Congratulatory Postcard	Congratulatory Postcard	Certificate QEGS Prize	Certificate Gift Voucher
9	Congratulatory Postcard	Congratulatory Postcard and Break time Pass	Certificate QEGS Prize	Certificate Gift Voucher
10	Congratulatory Postcard and Break time Pass	Congratulatory Postcard and Golden Pass	Certificate QEGS Prize	Certificate Gift Voucher
11	Congratulatory Postcard and Golden Pass	Congratulatory postcard and Lunchtime Town Pass	Certificate QEGS Prize	Certificate Gift Voucher

Postcards and certificates will be sent home to congratulate successful students.

The Break time Pass will entitle the bearer to go to the front of the break time queue for one week, when shown to the member of staff on duty.

The Golden Pass will entitle the bearer to go to the front of the lunch queue for one week, when shown to the mid-day supervisors.

Town Pass will entitle the bearer to go to into town for lunch one day a week until the end of Year 11, subject to being up to date with academic work and there are no concerns about conduct or attendance. (The Head of Year will decide whether permission should be granted.)

Year Heads, Deputy Head and Headteacher will store a supply of postcards, passes, certificates and vouchers. The names of Headteacher's prize winners are displayed in the school newsletter.

The Rewards System will be reviewed each year, and prizes will vary from year to year depending on demand.