



# WEST KIRBY GRAMMAR SCHOOL SCHOOL BEHAVIOUR POLICY

## Policy Aims

The aims of this policy are

- to support effective teaching and learning
- to enable all students of whatever ability, age, sex or background to enjoy their time in the school, participate in extra-curricular activities and achieve their full potential.
- to promote good behaviour, in line with the school's code of conduct
- to ensure and protect the school's reputation

## School Behaviour

The school aims to develop in its students the ability to exercise self discipline and procedures are designed to this end.

Expectations of behaviour at West Kirby Grammar School are set out in the following documents that are available on our website:

- The school's code of conduct (see below)
- Home-school agreement for Years 7 to 11 - **student and parent/carer to sign and return to school**
- School learning agreement for the sixth form
- The school uniform and equipment policy for Years 7 to 11
- The sixth form dress code
- The ICT acceptable use policy
- The homework policy
- The anti-bullying policy

Staff are also provided with details of the school's expectations of them in a Code of Conduct.

The school rules are kept to a minimum and students are expected to behave with common sense, care, consideration and courtesy and to protect each other's property. The few general procedures specified are explained to students and reinforced in form times and assemblies. They apply to all age groups and at all times when the student is at school, representing the school or wearing school uniform outside the school grounds.

## Code of Conduct (Years 7 to 11)

It is expected that, as a student of WKGS, you will show care, courtesy, respect and consideration for others at all times, both in and out of school. Be kind to one another. Show consideration for others' feelings and belongings. Speak and behave with courtesy and respect one another's differences.

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## **Attendance and Punctuality**

It is essential to attend school daily. If you are absent your parents/carers are asked to telephone the school on each day of absence to let us know why you are not in school. On your return to school you must bring a note from a parent/carer. Authorised absence must be sought by your parents/carers from the Headteacher in advance for any planned absence.

You must arrive at school in good time and should be punctual to registration. If you enter your form room after 8.50 am you are late and the register will be marked accordingly. If you enter the school after this time, you must sign in at reception.

## **Uniform and Equipment**

You are expected to look smart and wear the correct school uniform. You are not allowed to wear jewellery of any kind. A wrist watch may be worn. Chewing gum is not allowed in school.

Mobile phones and other devices must be switched off and out of sight in school bags during the school day.

## **In Lessons**

Arrive promptly to lessons with all the required equipment, including your planner. Enter the room quietly and immediately prepare for the lesson and focus on your work.

Listen carefully to your teacher and to other students. Participate fully in the lesson activities and work hard on the tasks set. Follow your teacher's instructions. Do not disrupt the work of others. At the end of the lesson ensure your work area is left neat and tidy. Do not leave the class until your teacher tells you to do so.

## **Around the School**

Walk quietly and calmly around the school, keeping to the right hand side. Walk in silence to assembly. Show courtesy to others moving around the school, including holding doors open for others and waiting your turn. Form an orderly queue whilst waiting to enter rooms.

Take care of the furniture and fittings of the school. In particular, you should respect the work of other students which is on display in many areas of the school. Follow all health and safety guidelines.

## **During Break and Lunchtime**

High caffeine energy drinks are not allowed in school. All canteen food must be eaten in the dining room. Trays and litter should be cleared away after eating. Packed lunches may be eaten outside. No food or drink other than water should be consumed around the school. Water bottles may be filled at break and lunchtime only. Students in Years 7 & 8 are expected to be outside at lunchtime in dry weather, unless attending a club or activity (prefects will provide organised activities). All students in Years 7 to 11 must remain on site at all times.

Drugs, alcohol and tobacco are forbidden in the school buildings and in the grounds of the school. Smoking and drinking alcohol are also not allowed outside the school grounds whilst wearing school uniform.

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## **Sixth Form**

We do not have detailed rules for behaviour in the sixth form as we believe that it is part of the education of young adults to learn to behave in a responsible, courteous and considerate way, and in a manner which is appropriate to their age and membership of WKGS sixth form. Sixth form students are role models for younger students, represent the school and carry the school's good name with them.

### **Rewarding Good Behaviour**

High levels of motivation should be developed in various ways. In particular, the achievements and contributions of students, both as individuals and groups, should be recognised and commended. This can be done using:-

- individual praise – e.g. in private, in class, in assembly
- the awarding of House points
- postcards home praising a particular achievement
- mention in the bulletin or newsletter
- half-termly form Citizenship Awards
- Head of Year Awards for effort
- awarding of school prizes
- presentation of Achievement Certificates
- presentation of certificates for participation or achievement in House events
- commendation to the Head of Year, Assistant Headteacher and/or Headteacher

### **House Points**

House points recognise effort, attainment and ability. A variety of certificates are awarded during the year if students achieve certain numbers of House points.

House points may be given for:

- producing good homework
- good contribution to a lesson
- volunteering for events
- taking on other responsibility
- organising a charity event
- supporting a House activity

In Years 7 to 9, the three students in the form with the most House points at the end of the academic year will be awarded a prize at the Junior Prize Giving celebration.

### **Citizenship Awards**

These recognise the contributions students make to their form and the wider life of the school. They are awarded half-termly in each form.

### **Head of Year Awards**

These recognise the efforts made by students academically and are awarded by Heads of Year on the basis of the effort grades awarded by teachers in their short or full written reports.

### **Sanctions**

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In order to make sanctions fair and objective, West Kirby Grammar School uses a system for recording behaviour points. This allows pastoral staff to recognise persistent problems and support students accordingly. It also allows pastoral staff to keep a clear record to provide clear information for parents/carers. This system enables form tutors, Heads of Year and other key staff to support students and keeps detentions for students to a minimum, whilst keeping parents/carers and students fully informed.

It is the school's policy to keep the use of sanctions to a minimum. Wherever possible students should be encouraged to behave well towards others both inside and outside the classroom and all systems should promote this. They should be shown that their achievements are recognised and rewarded. Whole class detention should be avoided. The procedure for serious breaches of school discipline are set out below.

In line with the Education and Inspections Act 2006, a student may be disciplined in line with this policy for any misbehaviour when the student

- is taking part in any school activity or
- is travelling to and from school or
- is wearing the school uniform or
- is in some other way identifiable as a student at the school, this may include activities on social media

In addition a student may be disciplined for misbehaviour at any time, whether or not these conditions apply, if the behaviour

- could have repercussions for the orderly running of the school or
- poses a threat to another student or member of the public or
- could adversely affect the reputation of the school.

### **Involving Parents**

Parents should always be kept informed of their daughter's/son's/ward's behaviour. The school believes that in working together it can achieve the best for its students; this includes behaviour. A telephone conversation or interview with parents can be very positive and constructive and can promote a change in the student's attitude.

### **Behaviour points**

Whilst by no means an exhaustive list, behaviour points are likely to be given for behaviour such as

- school uniform infringements
- chewing gum
- inappropriate use of mobile phones or other hand-held devices
- infringements of the code of conduct
- poor behaviour in class
- lateness to lessons or registration
- poor homework
- failure to give homework in on time.

### **Detentions**

Detentions are linked to the recording of behaviour points and are given to students in a clear and consistent way. Parents/carers are informed so that we can all work together to support the students' progress.

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Senior management detentions result from a failure to modify behaviour following detentions and report card during a half-term, but may also be given for:

- Truancing
- Rudeness to staff
- Damage to school property
- Other behaviour which causes risk to their health and safety and/or education and that of others

This is not an exhaustive list.

Twenty four hours' notice to parents is given for an after-school detention. Parental consent is not required for detentions, but when after school detentions are issued it is helpful if parents/carers acknowledge the email so that we know travel arrangements have been thought about. Evening detentions finish prior to the late bus leaving.

### **Report Cards**

If a form tutor or head of year receives regular or repeated complaints about a student from teaching staff or if 9 behaviour points are accrued in one half-term, the head of year will contact parents to discuss the problem, inviting them to support the school in its attempts to change behaviour. Depending on the nature of the problem, the student may be placed on report (which requires work and behaviour to be monitored formally in each lesson over a fixed period of time) or homework report (which requires homework to be monitored by teachers and parents over a fixed period of time).

### **Removal From a Class or Group**

In some situations it may be appropriate to remove a student from a class or group, or for students to be isolated from their peers, for a fixed period of time. For example, students who persistently disrupt lessons or form time may be removed temporarily from those lessons or form group. Heads of Year may instigate such action, in liaison with the Assistant Headteacher.

### **Confiscation of Inappropriate Items**

Under the Education and Inspections Act 2006, members of staff may confiscate, retain or dispose of a student's property as a punishment and are protected from liability for damage to, or loss of, any confiscated item. For example, members of staff may confiscate jewellery worn to school and mobile phones or other hand-held devices used inappropriately. High caffeine energy drinks and chewing gum are not allowed in school and will be confiscated and disposed of if found. Members of staff may also confiscate any item which they consider to be harmful or detrimental to school discipline.

### **Searches**

In the course of carrying out an investigation into a disciplinary matter it may be necessary to search the belongings of a student. Students will be asked for their consent before this is done. If consent is refused the student will be asked to say why she/he has refused. The school will be entitled to draw inferences from their response and general demeanour.

Under the Education Act 1996, consent is not required to search for

- knives or weapons
- alcohol or illegal drugs
- stolen items
- tobacco and cigarette papers

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- 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.

If there is reasonable grounds to suspect that a student is in possession of any of these prohibited items, a search may be carried out of a student's coat, pockets, bag or locker. Any such search must be authorised by the Headteacher or a member of the management team and will be carried out in the presence of a witness. The members of staff will be, if at all possible, of the same sex as the student concerned.

Any prohibited items found will be retained, disposed of or passed on to the police in line with government guidance.

## **Relationships**

### **Philosophy Behind the Policy**

While acknowledging that it is quite normal for there to be friendships between students, the school does not believe that it is in the interest of boys or girls for such friendships to be overbearing. These guidelines are in place to ensure that the behaviour of students vis-a-vis their relationships with one another are appropriate and discrete.

The underlying principle in respect of students' relationships with one another is one of trust. However, these guidelines define the way in which students are expected to conduct themselves.

Sexual relationships are discussed as part of the WKGS Impact/Health days.

### **Behaviour**

Public displays of affection are not allowed during the working day. Students may not hold hands while walking around the school. Prolonged kissing or embracing is not acceptable. More intimate sexual activity is not allowed and will be treated as a serious breach of discipline. At all times students must behave in a manner which will not cause offence or embarrassment to others.

The Headteacher will apply the full range of sanctions (including exclusion) to those who contravene the rules, taking into account the age of the students involved and the degree to which the school rules on sexual intimacy have been broken.

## **School Trips and Visits**

When on a school day trip, evening visit, fieldwork or residential opportunity, the behaviour we expect from our students will be explained to them and to their parents. The students' health and safety must be of priority and the reputation of the school must also be considered. On any excursion outside of school, students of whatever age –

- must be polite and well-mannered to all

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- must not smoke
- must not enter into a relationship of a sexual or intimate nature
- must not be on their own during their “free” time
- must do as advised by their teacher
- must not use or have in their possession alcohol/drugs/or any other illegal substances.

Depending on the severity of the offence students will be:

- reprimanded
- spoken to on their return with their parents present
- given a school sanction
- not allowed to participate in further opportunities outside of school

And, in cases of serious breaches on residential visits:

- sexual misbehaviour
- use of alcohol/drugs/illegal substances
- misbehaviour, refusal to obey a teacher which endangers their well-being or that of others
- possession of weapons or instruments which could be used to hurt

they will, if it is the decision of the lead teacher after discussion by telephone with the Headteacher or her deputy, be sent home at the parents’ expense. Parents will be informed immediately and advised to meet their daughter/son at the airport/railway station.

Students attendance on trips and visits may be prevented if their conduct throughout the year has been brought into question.

## **Serious Breaches of School Discipline**

A serious breach of school discipline is an offence which might warrant a fixed term or permanent exclusion. It is not possible to define every situation under the title of ‘serious breaches of school discipline’ but the most likely ones are as follows:

- Suspicion of being involved in some activity likely to bring harm to herself/himself or members of the school and community, including serious or persistent bullying
- Suspicion of supplying alcohol, being in possession of alcohol or being under the influence of alcohol.
- Suspicion of theft.
- Suspicion of supplying drugs, being in possession of drugs or being under the influence of drugs.
- Sexual misbehaviour – sexual intercourse or actions that could be construed to be leading to sexual intercourse between students of the opposite sex or the same sex.
- Suspicion of possession of any weapon or instrument which could be used to hurt
- Suspicion of the abuse of solvents.
- Alleged physical violence towards another student or a teacher.

### **Investigation Procedure**

The following procedures are for guidance and should be followed if a serious disciplinary offence is thought to have taken place. However, they may be altered if circumstances require, for example, if specific members of staff are unavailable or if the matter requires expeditious action.

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- It is imperative that serious disciplinary matters are investigated thoroughly. It is also important that serious disciplinary matters are investigated at a measured pace and that no premature judgements are made concerning the matter.
- Once an investigation for a serious offence begins it may be necessary for the student/students concerned to be supervised by a member of staff or isolated from other students.
- Any investigation should be conducted away from gaze and in as much privacy as possible within a working school.
- When a student is interviewed she/he should be made aware of the matter being investigated at the start of the interview. It should also be made clear at the start of the interview that students are expected to tell the truth and that if facts need to be clarified they can expect to be interviewed again.
- Careful notes should be kept during all interviews.
- Individual written statements should be made and they must be dated and signed by the student concerned. Students writing statements should do so on their own and should be supervised. After the statement has been written, students may be asked to clarify particular issues in their statements but no undue pressure should be placed upon students writing statements.
- In their conversations with the parents, the SMT/HOY should warn parents if exclusion is a possibility and make it clear to parents that the matter is being investigated.

Any exclusion will be recorded on the student's school record. A reintegration interview, which parents should attend, will be held prior to the student's return to school.

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