



Behaviour for Learning Policy

Kings College Guildford
“An uncompromising commitment to excellence”

POLICY REVIEW AND AMENDMENT LOG

Status & Review Cycle: Statutory, every 3 years

Next review date: March 2020

Reviewed By	Review Date	Reviewing Governor	Date Approved by Governing Body
Kate Carriett	July 2013	Matthew Armstrong	October 2013
Anna Wallis	March 2017		
James Grant Duff	September 2017	Bob Arnold	12/10/2017
James Grant Duff	May 2018	Bob Arnold (EWG)	21/06/2018



ACHIEVING HIGH STANDARDS OF BEHAVIOUR

We look behind the behaviour of our pupils to help them understand their feelings and think about why they behave as they do. We believe that in order to change behaviour we also need to understand the context in which it happens such as the classroom, friendship groups, family life and the wider community.

Behaviour is not viewed, therefore, in isolation and there are clear links with other systems and policies in and out of school.

- Anti-Bullying
- Teaching and Learning
- SEN and Inclusion
- Equalities
- Safeguarding including allegations
- Complaints

ROLES AND RESPONSIBILITIES

Principal

The Principal is responsible for determining the measures to be taken to meet the principles of the Behaviour Policy. The Principle will:

- Put in place a management structure for all staff, with a clear description of roles and responsibilities to address behavioural issues, which is communicated effectively.
- Promote the positive ethos of behaviour policy principles and challenge discriminating practice.
- Ensure the curriculum includes measures to improve the social, emotional and behavioural development of children across the whole curriculum.
- Provide training, mentoring and consultation opportunities for all staff about behaviour, and social/emotional development.
- Ensure participation by all members of the School community in all aspects of School life.

Staff

School staff will implement this policy, applying it consistently and fairly. They will share in the process of review and communicate any ideas for improvement to the School's Leadership Team.

Students

Students will continue to play a major role in shaping the policy through the student leadership structure and PSHE lessons. All students will be clear about classroom, corridor and playground expectations presented in our **'We are here to learn so we'** which clearly defines our expectations of all of our students:

We are here to learn so we...

- 1 Arrive to lessons on time and ready to learn
- 2 Arrive fully equipped with homework completed
- 3 Use polite and professional language
- 4 Complete all work set to the best of our ability
- 5 Keep phones and headphones away and out of sight
- 6 Work in silence when asked



At Kings we
RESPECT
each other so we ...

Walk rather than run
Speak rather than shout
Use appropriate language
Are considerate of other people



Parents and Carers

Parents and carers will contribute to the policy through the parent forum. The school's behaviour policy is available on the school website. Parents will sign the *Home School Agreement* to indicate that they have understood the principles of the behaviour policy and fully support the School in its implementation. The parents and carers must notify the school of any change to their contact details when this occurs to ensure that they (or a designated responsible adult for an Emergency) can be contacted at any time during the school day.

PROMOTING GOOD BEHAVIOUR

At Kings College we believe that good behaviour needs to be modelled and taught. All staff (including support staff) has access to a range of CPD opportunities to develop their behaviour management strategies and skills. Suggested strategies for promoting positive behaviour are regularly reviewed and discussed. We encourage staff that are experiencing difficulties with individual or groups of students to discuss and share practice ideas. We ensure that all supply teachers are provided with a summary of our behaviour policy and recommended strategies for promoting good behaviour.

We recognise the need for good behaviour to be 'taught' and ensure that appropriate behaviour is discussed within the whole day curriculum (assemblies, tutor time, PSHE etc.) as appropriate. We also ensure that students new to the College (whether Year 7s or newly Behaviour for Learning Policy

arrived students) are fully inducted into the expectations of the college and that they understand the behaviour policy.

RESTORATIVE APPROACHES

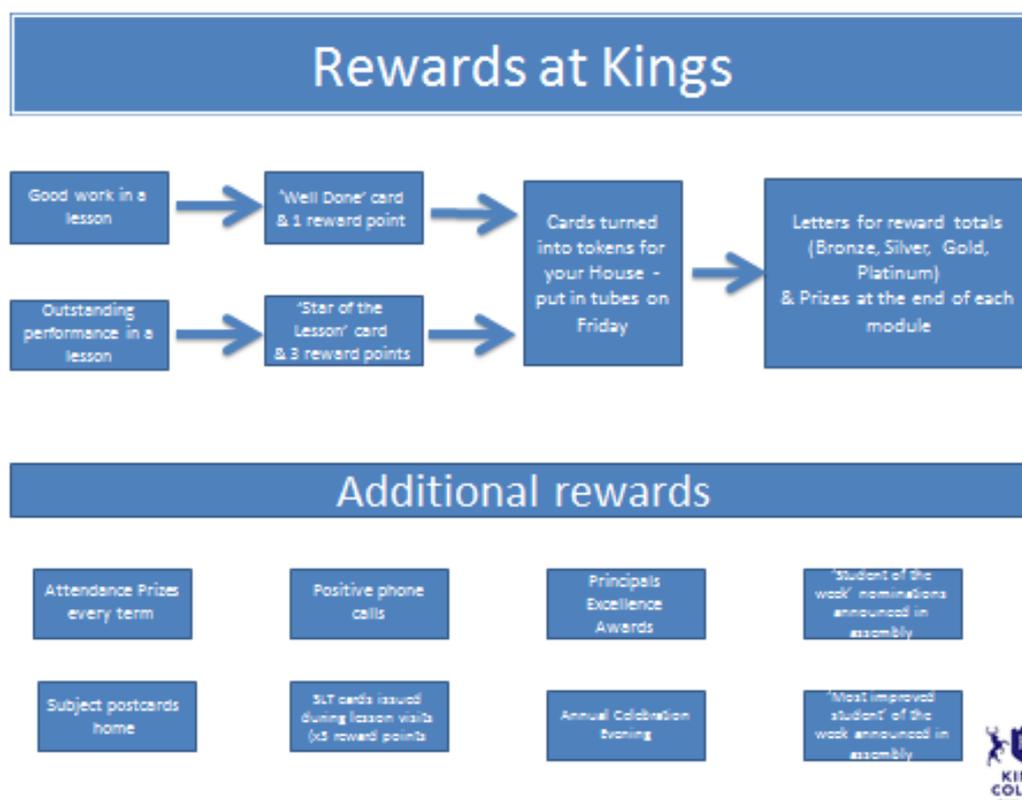
Restorative approaches to behaviour are used in the College and are based on four key features:

- RESPECT – for everyone by listening to other opinions and learning to value them
- RESPONSIBILITY - taking responsibility for your own actions
- REPAIR – developing the skills within our school community so that its individual members have the necessary skills to identify solutions that repair harm and ensure behaviours are not repeated
- RE-INTEGRATION - working through a structured, supportive process that aims to solve the problem and allows young people to remain in mainstream education

Restorative approaches to behaviour puts repairing the harm done to relationships and people above assigning blame. It does not rule out sanctions, but recognises that sanctions alone do not always work.

REWARDS

Kings College believes that rewarding desired behaviour is more effective than sanctioning unacceptable behaviour. The College positively encourages and rewards the following behaviours:



Positive attitude	Good progress	Excellent attendance
Respect for others	Careful Presentation of Work	Excellent punctuality
Calm and sensible conduct	Developing Writing	Care for others
Good manners	Trying something that is difficult or new	Being a good team player
Smart uniform	Representing Kings positively within the Community	Positive participation

SANCTIONS

Our philosophy at Kings is to begin by expecting the best from every student. We will explicitly teach the behaviour that we expect from our students and ensure that every teacher approaches behaviour management in a consistent way. Subject teachers are fully responsible for the behaviour within their classrooms and are expected to own their space and the student's behaviour. Every teacher actively sets the climate for learning every lesson and should plan lessons to ensure engagement and work that is appropriate and differentiated for individual students. Feedback is also a critical part of the learning process – positive feedback should be used four times more frequently than negative feedback.

In lessons, students will be used to seeing our 'Traffic Light' behaviour tracker on the board or wall of the classroom. Every student begins every lesson on Green and is expected to work, engage with the lesson and demonstrate good manners. If a student does not follow the Kings 7, calling for example then they are issued a warning. If they do it again then they are issued amber. If they repeat it for the last time then they are issued a red and removed from the lesson by SLT. Students will then complete a 1-5pm detention.

Other consequences which may follow more serious breaches of the school's Behaviour for Learning 7 include:

- *Confiscation of phone on arrival to school*
- *1pm – 5pm detention*
- *A day spent in isolation with a member of the SLT or a Head of Year or Strategic Lead*
- *A day spent at off-site provision*
- *A fixed term exclusion*
- *A direction to off-site provision*
- *A permanent exclusion*

LATENESS

If a student is late to a lesson or school they receive a behaviour log and must complete a 15 minute detention at lunch. If they receive two behaviour logs for lateness in one day then they must complete a 1 to 5pm detention.

EQUIPMENT

We believe that students need to be equipped for their learning and so we expect students to bring a bag and pencil case in to school every day. If a student fails to bring suitable equipment to school then they will receive a behaviour log and must complete a 15 minute

detention at lunch. If they receive two behaviour logs for lateness in one day then they must complete a 1 to 5pm detention.

HOMEWORK

If a student fails to complete a piece of homework they receive a behaviour log and must complete a 15 minute detention at lunch. If a student fails to complete 3 or more homeworks in one half term they must complete a week of homework detentions to help support their learning.

INSUFFICIENT WORK COMPLETED IN LESSONS

If a student fails to produce enough work in the lesson, then the teacher will expect the student to complete a detention in which the student will complete any work not completed in class. If a student fails to attend the detention with their teacher, then they will receive a two hour detention with their Head of Key Stage.

UNIFORM

Kings College expects all students to wear the correct uniform in accordance with the list below.

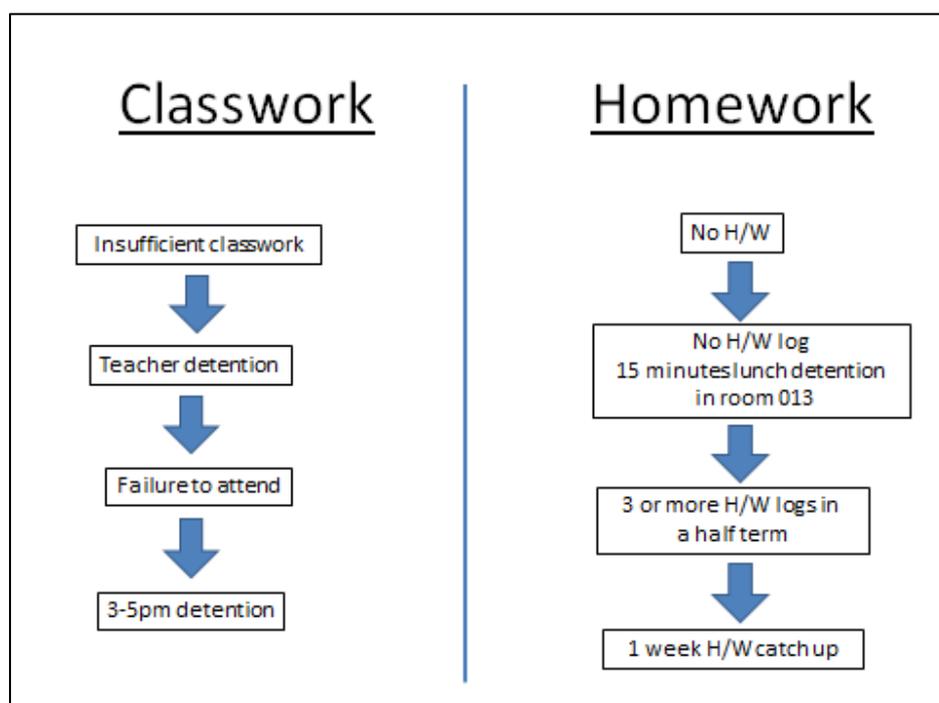
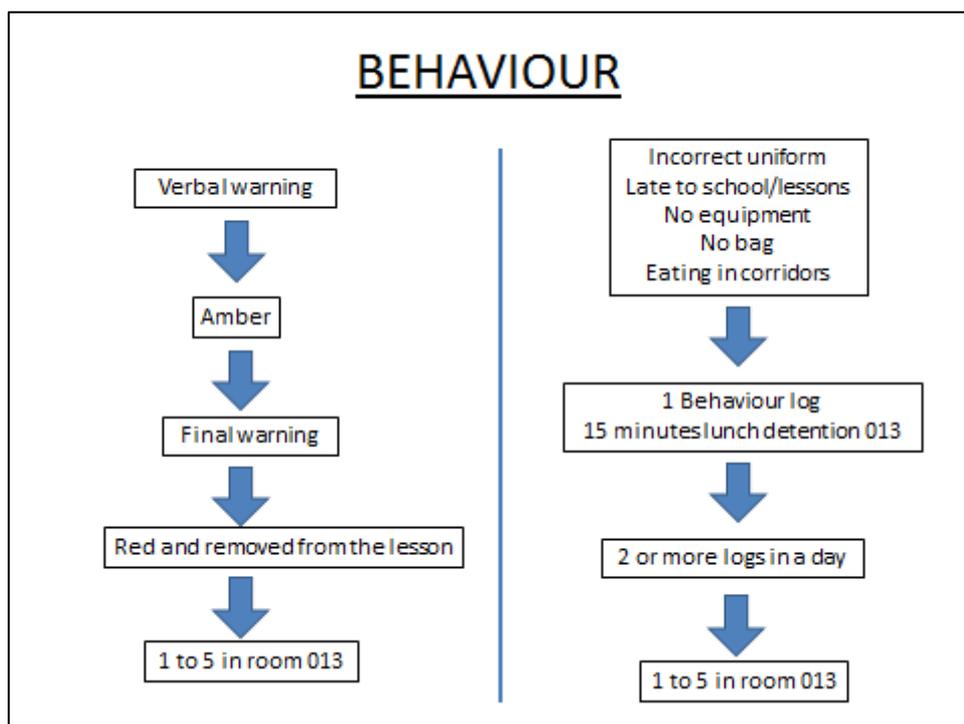
Blazer	Kings College blue with Kings logo
Pullover	Plain grey V neck pullover or cardigan
Shirt	Traditional shirt in white with short or long sleeves, and buttoned to the neck. Girls are not permitted to wear fitted blouses.
Tie	Kings College tie only.
Trousers	Plain grey or black, straight legged and tailored fit. Skin tight style, leggings or jean material trousers are not permitted.
Skirt	Plain grey or black woven fabric, pleated skirt only, and must be between lower thigh and knee length.
Belts	Plain black with small plain buckle
Tights	Plain black opaque or neutral
Coats	Plain dark colour for college purposes
Footwear	Plain black shoes.
Please note that Hoodies are not permitted.	

If a student is asked to correct their uniform by a member of staff and the student does not do so straight away then the student will receive a behaviour log for uniform. This will mean that they then will complete a 15 minute detention at lunch. If they receive two behaviour logs for uniform in one day then they must complete a 1 to 5 detention.

DETENTIONS

If a student fails to attend any 15 minute lunch detention then they must complete a 30 minute detention after school. Same day detentions will be communicated to parents via a phone call or text. Students will be expected to attend a detention on the date and at the time set. However the college will endeavour to respond positively to parents when a request is made for a deferment due to a valid, serious commitment (e.g. medical or dental appointment).

SUMMARY OF CONSEQUENCES



EXCLUSIONS

Kings College is committed to using exclusion as an absolute last resort after all other sanctions have been exhausted. Permanent exclusion is extremely rare. The college seeks to use Fixed Period Exclusion extremely rarely believing that rewarding poor behaviour with a 'day off' is counterproductive. Where exclusion is used the College conforms to the Surrey CC and DfE Guidance.

If students are excluded for a period of less than 5 days the College will provide work – it is the parent's responsibility to ensure the student completes the work and returns it to the college for marking (NB parents can be fined if students are found in a public place during an exclusion). From Day 6 of exclusion students will be expected to attend the alternative learning venue as directed. In the event of a permanent exclusion the LA will contact parents with details of the Day 6 provision.

Reintegration interviews are considered to be a vital part of the reintegration process and provide parents, the student and key college staff with an opportunity to reflect on what has happened and to plan any additional support which may be needed to ensure a student's successful readmission. If parents do not attend a scheduled reintegration interview additional measures may be taken to facilitate their full participation in the process.

Permanent exclusions are extremely rare and only used when the College has exhausted all other strategies. Wherever possible the college works with other local schools to facilitate Managed Moves or a referral to alternative provision which may make permanent exclusion unnecessary (see exclusion policy).

PARENTS

Kings College aims to work in partnership with parents at all times. Parents are expected to support the College in upholding the College Rules and creating an orderly climate for learning. They have the right to be informed promptly of any emerging difficulties their children present. They have particular responsibilities in ensuring regular and punctual attendance at college and in ensuring their children are in the right place during any fixed period exclusion. Parents are expected to attend a Reintegration Interview following any fixed period exclusion.

Staff at Kings College have the right to regulate student behaviour and to impose disciplinary sanctions when students fail to observe the College Code of Conduct or other rules and regulations. The College seeks to work in partnership with parents/carers at all times and expects them to support the College in creating a calm, ordered environment where teachers can teach and students can learn. All parents/carers sign the Home/College Agreement when their child starts at Kings College and in doing so agree to support the College in the implementation of the Behaviour Policy.

ANTI-BULLYING

Kings College is determined that all students should feel safe at College and enjoy their education. A key feature of this is the strong stance taken against all forms of bullying. The College's policy on anti-bullying can be found in the Anti-Bullying policy.

SMOKING

Smoking is against the law in public buildings. Students caught smoking on site, will automatically be sanctioned. Smoking in the vicinity is treated in the same way as smoking on site because it brings the school into disrepute.

RACISM

Racist remarks will be recorded in the 'Racist Incidents Log' which is monitored by SLT and will be sanctioned. All incidents will be reported to the Local Authority via the annual data collection system.

BEHAVIOUR OUT OF COLLEGE

Students are expected to uphold the reputation of the College whenever they are out of college whether they are taking part in an official college trip/outing or wearing their uniform to and from college. Students may be subject to disciplinary sanctions if their behaviour brings the College into disrepute or has repercussions for the orderly running of the College.

Kings College cannot be responsible for student behaviour when they are out of college but will endeavour to investigate any incident which is reported to the college. The College will always co-operate with the Police in any investigation of incidents which are thought to involve Kings College students.

USE OF FORCE

At Kings College, staff are discouraged from touching students because this can be misinterpreted. However we aim to provide a supportive environment and it may be appropriate from time to time to lightly touch a student's upper body in order to guide or reassure. In accordance with the Education and Skills Act 2006 all staff may on occasion need to control or in extreme circumstances restrain a student in order to ensure that they do not:

- Hurt themselves
- Hurt somebody else
- Damage property
- Prejudice the good order of the College.

In the event of this requiring anything other than a light touch to the upper body an Incident Report form will always be completed and parents informed. If a student requires restraint parents will always be informed and a full debrief of student and staff involved held.

(For more information see DfE Guidance

<http://www.education.gov.uk/schools/student-support/behaviour/f0076803/advice-for-headteachers-and-school-staff-on-behaviour-and-discipline/power-to-use-reasonable-force>)

SCREENING AND SEARCHING

The Behaviour for Learning 7 and associated College Rules makes it quite clear what items are prohibited at Kings College. The staff reserve the right to screen all students for banned objects – this may involve asking students to turn out their pockets or bags.

It may occasionally be necessary to search a student with their consent. This will only be done when the College has reasonable grounds to believe a student may be carrying illegal, stolen or prohibited items.

- Searches will be carried out by the senior leadership team
- Searches will be carried out, out of sight of other students
- Suspicion may be aroused:
 - As a result of a positive screening
 - Because a student is acting suspiciously (e.g. attempting to hide something)
 - As a result of a 'tip off' – by a parent/carer or another student
 - Because of something said by the student
- There will always be two members of staff present when a search takes place. One member of staff will be of the same sex as the student.
- Students will **NOT** be frisked or asked to remove clothing other than outerwear but they may be asked to remove their coats, turn out their pockets and bags and lift up their trouser legs to reveal their socks.
- Throughout the screening students will be talked to and reassured that there is no threat to them and that they have nothing to fear if they are not carrying anything.
- If students refuse to be searched or if they abscond the Police will be informed. If students become abusive or threatening the search will be stopped, the student isolated and the Police called.
- All searches will be logged
- Parents/Carers will always be informed, usually by the Head of Key Stage if a student has been searched and the result of that search.

Students will NOT be searched without their consent – if the College has reason to believe the student requires searching and he/she refuses consent the PCSO/Police will be called and parents/carers informed.

(For more information see DfE Guidance

<http://media.education.gov.uk/assets/files/pdf/s/screening%20searching%20and%20confiscation%20guidance%20%20%20for%20school%20leaders%20staff%20and%20governing%20bodies.pdf>)

CONFISCATION AND DISPOSAL

Staff at Kings College have the power to confiscate any item which is illegal or banned from college. The following items are banned from the College:

- Valuable items or large sums of money should not be brought into College unnecessarily
- Aerosol cans including deodorants and perfume sprays
- Any items to be sold
- Weapons, imitation weapons or offensive objects
- Offensive literature
- Any form of smoking materials, matches or lighters
- Alcohol of any kind
- Any illegal substances

In most circumstances staff confiscate items which are banned from college and return them to students at the end of the day. However on occasions this will not be appropriate and in those cases the following principles will apply:

- Illegal items (weapons or substances) will be handed to the Police
- Legal but banned consumable items (tobacco, alcohol, sweets or foodstuffs eg chewing gum) will be disposed of.
- High value items (£20+) eg mobile telephones, MP3 players etc, which are confiscated will be held securely until a parent/carer makes arrangements to collect them.
- Low value items will be disposed of.

ALLEGATIONS

Any allegation of misconduct against a member of staff will be taken seriously and referred to the LEO and LADO and dealt with using the Surrey procedure. Pastoral support will be offered to any individual against whom an allegation is made and the matter kept strictly confidential. If the allegation is against the Principal the Chair of Governors will be responsible for referring the matter. In the event of an allegation proving unfounded or malicious the matter will be referred to the Governors' Discipline Committee for action. Staff are advised to familiarise themselves with the Government Guidance on Safer Working Practice in order to minimise the risk of allegations being made.

STUDENTS REQUIRING ADDITIONAL SUPPORT

Kings College recognises that some students require additional support in order to conform to the expectations of behaviour of the College.

Students who require additional support may be:

- Offered support from a tutor/pastoral leader/SLT with individual targets which will be regularly monitored. These may be recorded on a Report card or an Individual Behaviour Plan or a Pastoral Support Programme
- Referred to the SENCO for an assessment of their needs (see SEND Policy)
- Referred for a multi agency assessment
- Referred or directed to alternative education provision

The College will regularly review all students who are referred for additional support in order to ensure that their needs are being met. Where inadequate progress is being made, the college will consider what else may be available both from within the college and from a range of outside agencies with whom the College has contact (e.g. CAMHS, Social Care, Education Welfare Services)

DATA

The College collects a range of behaviour data including:

- Exclusions
- Attendance and punctuality
- Incidents and sanctions logged on SIMS or behaviour management system

Data is analysed at individual student level by Form Tutors, Heads of House, Heads of Department and the SENCO and is used to inform referrals to school based interventions, IEPs and referrals to outside agencies.

Data is analysed on a whole college basis by each member of SLT who has responsibility for a year group and is used to monitor trends and performance against targets and to inform changes in policy and procedure. Data is also monitored to ensure the college meets its statutory duties with regard to the Equalities Policy.

Data is presented to whole staff meetings, SLT meetings and Governors in order to support the evaluation of the impact of the policy.

ROLES & RESPONSIBILITIES

All staff play an important role in positive behaviour management and discipline.

Form tutors and class teachers will, in the first instance, manage the behaviour of their students. If behaviour continues to be poor, Heads of Department and/or Heads of House may be required to support the member of staff. The Strategic Leadership Team within the college will support all staff in ensuring a positive learning environment.

REVIEW AND EVALUATION

This policy is subject to regular review and evaluation by:

- Governors – through Governors reports and meetings, analysis of data and through discussions with SLT
- SLT – analysis of behaviour data
- Staff – questionnaires and staff meetings
- Parents – via the website and via questionnaires
- Students – as part of the students voice programme