



# **Behaviour for Learning Policy 2021 - 2022**

***‘Work hard and be kind.’***

## POLICY REVIEW AND AMENDMENT LOG

**Status & Review Cycle:** Statutory; annually

**Next review date:** September 2022

<b>Reviewed By</b>	<b>Review Date</b>	<b>Reviewing Governor</b>	<b>Date Approved by Governing Body</b>
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
Ed Moulton	July 2019	Bob Arnold	26/09/2019
Dave Ferguson	August 2020	Mick Michell	08/12/2020
Dave Ferguson	September 2021	Mick Michell	20/10/2021



## **ACHIEVING HIGH STANDARDS OF BEHAVIOUR: 'Work hard and be kind.'**

At Kings we teach, model and value positive social and academic behaviours, all of which are framed by our mantra: 'Work hard and be kind.' We hold all students to the same high standards of behaviour which are maintained within the classroom, around the school and within the wider community. We use a combination of positive and negative reinforcement strategies to ensure Kings is a happy, safe and effective learning environment for all children and adults. In instances when a student's behaviour is less than ideal, we aim to understand the context in which it has happened -- classroom, friendship groups, family life, the wider community, etc. – so that students can reflect and make the changes necessary to behave more appropriately next time.

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

- Teaching and Learning
- SEND and Inclusion
- Anti-bullying
- Exclusion
- 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 Principal 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 Senior Leadership Team.

## Students

All students are responsible for adhering to the school's behaviour policy. Students are explicitly made aware of classroom, corridor and playground expectations. These are communicated via school assemblies, induction meetings and are presented in our 'We are here to learn so we' posters which are found in every classroom, in corridors and in student planners.

**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

KINGS COLLEGE GUILDFORD

**At Kings we**  
**RESPECT**  
each other so we ...

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

KINGS COLLEGE GUILDFORD

SKILLED

## Parents and Carers

Parents and carers are responsible for ensuring and supporting their child to adhere to the school's behaviour policy, available in full to parents on the school website. Parents 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. Parents and carers must notify the school of any change to their contact details 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) have 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 and all new teachers are inducted into the behaviour system as part of their initial CPD. We also ensure that all supply teachers are

provided with a summary of our behaviour policy and are 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 curriculum (assemblies, tutor time, PSHE, etc.) as appropriate. We also ensure that students new to the college (whether Year 7s or newly arrived students) are fully inducted into the expectations of the college and that they understand the behaviour policy so that they can have a positive and successful transition.

### **INCLUSIVITY**

Kings prides itself in being an inclusive school. We welcome students from all areas of the globe and from all backgrounds. Our diversity is a strength and we do not tolerate any forms of prejudice or discrimination. This message is spread regularly through our core values, whole-school assemblies, Student Leadership Team, etc.

### **REWARDS**

Kings College believes that rewarding desired behaviour plays an important role in ensuring a positive learning environment. The college positively encourages and rewards behaviours including but not limited to:

Showing kindness to others	Working hard to improve
Excellent attendance	Excelling academically
Trying a new challenge	Representing Kings within the Community
Working well as part of a team	Volunteering at a Kings event
Leadership	Excellence

Students at Kings are also rewarded in a variety of ways. Whilst we believe that the best rewards are intrinsic and the ultimate reward is a good education, we understand the importance of recognising and rewarding students who go above and beyond.

These rewards include but are not limited to: Lesson Reward Cards, House Points, Student of the Week, Most Improved Student of the Week, Subject Post Cards, letters home, attendance prizes, Principal’s Excellence Awards, and Annual Academic Awards.

### **DEALING WITH INSTANCES OF POOR BEHAVIOUR**

At Kings we pride ourselves in our purposeful and friendly school environment. Like all schools, we do have instances where children misbehave. These instances are dealt with assertively and in a timely manner. Some behaviours are of course more serious than others. Misbehaviours, as defined below, are typically dealt with using the school’s detention procedures. Serious misbehaviour, again defined below, would typically trigger fixed term or, in severe cases, permanent exclusion.

**Misbehaviour** is defined as, but not limited to:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Unkindness/poor attitude

- Incorrect uniform
- Missing/incorrect equipment
- Use of mobile phone
- Lateness to school/lesson
- Eating outside of designated areas

**Serious misbehaviour** is defined as, but not limited to:

- Repeated breaches of the school rules
- Any form of bullying
- Any form of physical violence
- Sexual violence, such as rape, assault by penetration, or sexual assault (intentional sexual touching without consent)
- Sexual harassment, meaning unwanted conduct of a sexual nature, such as:
  - Sexual comments
  - Sexual jokes or taunting
  - Physical behaviour like interfering with clothes
  - Online sexual harassment such as unwanted sexual comments and messages (including on social media), sharing of nude or semi-nude images and/or videos, or sharing of unwanted explicit content
- Vandalism
- Theft
- Fighting
- Smoking
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items, such as:
  - Knives or weapons
  - Alcohol
  - Illegal drugs
  - Stolen items
  - Tobacco, cigarette papers or lighters
  - Fireworks
  - Pornographic images
  - Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

**COVID-19:** Any pupil who commits serious or persistent breach of the Covid-19 protection rules may be sanctioned by the Head Teacher using the full range of sanctions available, dependent on the seriousness of the breach, up to and including in extreme cases permanent exclusion.

Consequences which may follow breaches of the school's behaviour policy include:

- *After school detentions of 30, 60 or 120 minutes*
- *1pm – 5pm detention*
- *Confiscation of mobile phone on arrival to school*
- *A day spent in isolation with a member of the SLT*
- *A day spent at off-site provision (e.g. in isolation at a different school)*
- *A fixed term exclusion*
- *A direction to off-site provision*
- *A permanent exclusion*

### **DISRUPTIONS TO LEARNING**

We hold all students to the same high standards of behaviour in all classrooms so that every child has the opportunity to learn. We aim for our expectations to be explicit so that students are clear on what is expected of them and so all staff manage student behaviour in a consistent way.

Subject teachers are fully responsible for the behaviour within their classrooms and are expected to follow and enforce the school's behaviour policy when dealing with any instances of poor behaviour. Teachers will facilitate a positive climate for learning every lesson and will plan lessons to engage students in learning that is appropriately challenging for all students. If a student chooses to disengage with their learning opportunities and/or disrupt the learning of others, the teacher must apply sanctions according to this policy.

In lessons, teachers will use the 'Traffic Light' system to communicate to a student when they have misbehaved. Students begin each lesson on 'Green' and are expected to adhere to routines, listen attentively, engage with learning opportunities, complete their work to the best of their ability and demonstrate good manners. If a student misbehaves (e.g. calling out, talking over the teacher, etc.) they are verbally issued a 'warning'. If they misbehave again they are issued 'amber'/'final warning'. On a third instance of misbehaviour they are issued a 'red' and removed from the lesson by a member of the SLT. Any student who reaches 'red' must complete a detention from 1-5pm on the same day (following day if the 'red' occurs towards the end of the college day). Parents will be notified before keeping a child until 5pm. Any student who continues to misbehave after reaching 'red', refuses to go to the 1-5 room or misbehaves while in the 1-5 room will be issued with a half-day exclusion and return to school the next day to complete the 1-5 detention.

### **LATENESS TO LESSONS**

If a student is late to a lesson they received a 15 minute lunch-time detention. If a student is late to lesson two or more times in a day they are issued a 1-5 detention. If a student is later than 10 minutes to a lesson they are issued with a 2 hour detention for truancy.

## **TRUANCY**

Truancy is extremely rare at Kings. Should a student choose not to attend their lesson (or arrive more than 10 minutes late) they will be issued with a 2 hour detention.

## **LATENESS TO SCHOOL**

If a student is late to school they must complete a 15 minute detention at lunch. Where students are persistently late, further sanctions will be applied. For instance, if a student is late to school 3+ times in a module, they will complete 30 minute afterschool detentions for each subsequent time they're late and parents will be notified. If a student is late 5+ times, the detention escalates to 60 minutes after school and a parental meeting will be arranged.

## **MISSING EQUIPMENT**

Students need to arrive at school equipped to learn. We expect all students to arrive every day with a schoolbag, their books for the day and a fully stocked pencil case. 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.

**Required equipment in pencil case:** two blue/black pens, pencil, rubber, sharpener, DART pen (provided by school), ruler, calculator, glue stick, highlighter(s), scissors (rounded only). **COVID-19:** Students are not to share equipment with each other or from the teacher and therefore must purchase own.

## **INCOMPLETE HOMEWORK**

Homework is issued every lesson, every day (except Core PE). If a student fails to complete a piece of homework they receive a behaviour log and must complete a 30 minute detention after school on the same day (next day if issued Period 3). If a student fails to complete 3 pieces of homework 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, 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 for truancy.

## **UNIFORM**

All students are expected to wear full school uniform (see below). All belongings should be clearly marked with the student's name to aid identification when found. **\*School trousers, skirts, ties and blazers to be purchased from the school uniform shop.**

### **School Uniform**

- **Blazer\*** - Kings College blue with Kings logo.
- **Tie\*** - Blue Kings College tie.
- **Skirt\*** - Plain black woven fabric, pleated, worn knee-length.
- **Shirt** - Traditional shirt in white with short or long sleeves, and buttoned to the neck.  
Girls are not permitted to wear fitted blouses.



- **Jumper** (optional) - Plain grey, v-neck, pullover.
- **Cardigan** - (optional) - Plain grey cardigan.
- **Trousers\* (boys or girls)** - Plain black, straight legged and tailored fit.
- **Belts** - Plain black with small buckle. Logos/brands not permitted.
- **Tights** - Plain black, opaque or neutral.
- **Shoes** - Plain black, polishable shoes. No trainers or boots permitted.

Please note that hoodies are not permitted.

**Items marked with an \* to be purchased from the school uniform shop.**

### **Physical Education**

Students must wear Kings College PE Kit purchased from the school uniform shop for all PE lessons.

- **PE top\*** (compulsory) - Navy with Kings logo
- **PE shorts\*** (compulsory) - Navy
- **Rugby top\*** (optional) - Navy/Sky
- **PE sweatshirt\*** (recommended for colder months) - Navy
- **Winter sports socks\*** (compulsory) - Navy
- **Summer sports socks\*** (compulsory) - Plain white only
- **Track pants\*** (recommended for colder months) - Blue
- **Trainers** (compulsory) – Any colour (not available from the school uniform shop)
- **Moulded sole football boots** (recommended)

**\* To be purchased from school uniform shop.**

To help ensure the hygiene and safety of students, all students must wear the correct kit for PE lessons. Students who are unwell or injured are still required to wear the correct kit and help referee. Any student who wishes to be excused from participating in a PE lesson due to an injury must have a note from their parent/carer.

### **Standard of Dress**

At Kings we take a pride in our school and appearance and expect all students to arrive in and maintain a certain standard of dress. The school reserves the right to uphold the dress code, which may in rare circumstances include sending students home to change, having parents collect students to correct the issue or isolating students within the school.

**Piercings-** restricted to one small stud in each ear lobe, no other piercings are permitted. Historic facial piercings must be replaced with a clear stud. No jewellery is permitted during PE lessons; all studs will be expected to be removed.

**Nails** – natural tones, no bright or garish designs. False nails are not permitted and students will be asked to have them removed and will be issued with lunchtime detentions until this takes place.

**Hair** - Natural colours only (no bright reds, pinks, blues, etc.). Students who arrive at school with hair dyed an unnatural colour will incur sanctions.

## **DETENTIONS**

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

## **EXCLUSIONS**

Kings College is committed to using exclusion as a last resort after other sanctions have been considered. Permanent exclusion is extremely rare. Where exclusion is used the college conforms to the Surrey CC and DfE Guidance.

If a student is excluded for a period of less than 5 days the college will provide work, most often online via SAM Learning, MyMaths, Oak National Academy, etc. 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 meetings are considered to be a vital part of the reintegration process and provide parents, the student and school 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.

As stated above, 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 to a new school or a referral to alternative provision which may make permanent exclusion unnecessary. Please refer to our Exclusions Policy for more information.

## **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 Behaviour for Learning Policy

present. They have particular responsibilities in ensuring regular and punctual attendance at college and in ensuring their children are at home during any fixed period exclusion. Parents are expected to attend a reintegration meeting 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 school's behaviour policy 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 school and enjoy their education. A key feature of this is the strong stance taken against all forms of bullying, both in-person and online. Please refer to the school's Anti-Bullying Policy for further details.

### **SMOKING**

Smoking is against the law in public buildings. Students caught smoking on site will automatically be sanctioned with an exclusion. Smoking in the vicinity of the school while wearing school uniform is treated in the same way as smoking on site because it brings the school into disrepute.

### **RACISM and DISCRIMINATION**

Any instances of racist or other discriminatory remarks or behaviour will be dealt with swiftly and assertively. Sanctions will be determined on a case-by-case basis. Incidents will be recorded in the 'Racist Incidents Log' which is monitored by SLT and all incidents will be reported to the Local Authority via the annual data collection system.

### **BEHAVIOUR OUTSIDE OF COLLEGE**

Students are expected to uphold the reputation of the college whenever they are out of school. This includes but is not limited to taking part in an official college trip/outing or wearing their uniform to and from college. Students will 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 us. The college will always cooperate 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 be completed and parents informed. If a student requires restraint parents will always be informed and a full debrief of student and staff involved will be held.

(For more information see DfE Guidance

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

### **SCREENING AND SEARCHING**

Staff reserve the right to screen 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 take place 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. At least 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.
- Parents/Carers will always be informed, usually by the Pastoral Lead 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 school:

- 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
- Energy drinks, high sugar foods or similar items
- Any other illegal items.
- Valuable items or large sums of money should not be brought into college unnecessarily

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 may 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 SENDCo 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, the Pastoral Lead, 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 the SLT 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 Pastoral Leads may be asked to support. The Strategic Leadership Team within the college will support all staff in ensuring a positive learning environment for all pupils.

## **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 student voice programme

## **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.