



Kidsgrove
Learning Campus
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Behaviour Policy

Expectations and Code of Conduct

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Approved By	Academy Councillors
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Purpose

- To express basic expectations in clear and positive terms.
- To outline a process for rewards and sanctions that support and maintain the code of conduct.

Introduction

We expect the highest standards of conduct in and out of school from our students. The KSS 'Code of Conduct' highlights our five key expectations and adherence to these is the basis for our Behaviour Policy.

- Attend lessons on time and with the correct equipment.
- Be smart in your appearance and wear correct uniform.
- Follow routines and instructions.
- Complete class and homework to a high standard.
- Be kind to others and respect the school environment.

Monitoring and evaluation

This policy will be reviewed annually by senior leaders and the full Academy Councillors.

Student conduct on the way to and from school

Students are expected to conduct themselves to a high standard on their way to and from school. They must not drop litter, use inappropriate language, smoke or act in a way that brings The Kidsgrove Secondary School into disrepute.

Form Tutor time

Staff greet students as they arrive at The Kidsgrove Secondary School and check that they are ready for the school day. All students go to their form rooms. Form Tutors accompany their classes and welcome them at the door of their form rooms, in order to welcome students for a prompt start.

During the morning registration Form Tutors check that students are ready for learning. Specifically, we check for:

- Smart uniform.
- Pencil case with writing pen, pencil, ruler and other equipment needed for the day.
- iPad.
- Exercise books and folders needed for the day.
- PE or other specialist kit.
- Homework completed that is due in.

All lessons should be purposeful and orderly. Students are expected to answer the register without unnecessary talking and follow the Form Tutor's instructions and the agreed form time programme.

Moving around the site

At the end of the registration period (and between lessons throughout the day) students are expected to move calmly and sensibly around the corridors, to their next lesson. Staff supervise this as a matter of course, as they are moving around, or as they wait for students to arrive for the lesson. In the corridors and around the site students are expected to be courteous and considerate and to walk on the left side of the corridor. Students carry their equipment needed between lessons which ensures that time is not wasted when they arrive in their next classroom.

In practice, this means older students make sure younger students are cared for and treated well, for example by opening and holding doors for one another. Students are expected not to loiter or engage in horseplay or unnecessary social chatter. If they use the toilet facilities, they should do so properly and sensibly.

When they arrive at the next classroom or learning space, students should wait quietly and sensibly, forming a queue where there is sufficient space if the member of staff is not already at the door to greet them.

When they move to an assembly, students are expected to do so quietly and to enter the assembly space in silence and to follow instructions.

Conduct in lessons

At the start of lessons, students are expected to enter the classroom and start the engage task straight away.

Students are expected to follow an established routine once seated. This should include having books, pencil case, iPad and other equipment on the table. In practical subjects, this will mean getting changed or preparing equipment as instructed and there must be consistent expectations within subject or faculty areas. In classrooms, children should never have their backs to the teacher - if they are seated in groups then the tables should be positioned so that students face forwards.

Teachers should expect students to follow instructions. Students are expected to do as they are requested. We do not expect students to be inattentive or to be disrespectful. Teachers should insist on active listening, where students are visibly focussed on instructions or delivery of lesson content. Students' classwork and homework is to be done to a high standard. Teachers and other staff should insist on all written work being set out properly (with dates and titles underlined) and high standards of presentation.

At the end of lessons, students are expected to follow instructions. Students are expected to tidy away and organise themselves quickly at the end of a lesson and, in classrooms, stand behind their chairs when asked to do so by the teacher or other member of staff. All staff should check that there is no litter and that the room is left tidy.

Lunch & Break Times

At break and lunch times, students must not drop litter or interfere with another's space or lunch. They are expected to conduct themselves well and to respect the environment.

Mobile Phones

Mobile phones must be switched off, kept out of sight and are the responsibility of the student/ Kidgrove Secondary School will take no responsibility for mobile phones that are brought onto the school site. Misuse of mobile phones will result in confiscation and parents will be contacted to collect the phone at their earliest convenience.

Smoking (including vaping)

The school operates a strict no smoking policy. This includes within the school buildings and grounds as well as on the way to and from school whilst in school uniform. This includes the use of e-cigarettes and vapes. The sanctions for this are outlined below:

- In the first instance, students found or suspected of smoking or vaping will be searched and have all smoking paraphernalia confiscated. This will be kept in school until parents collect or we are asked to dispose of the item/s.

- The student will receive an internal isolation.
- If students are caught smoking or vaping a second time this will result in suspension from school.

Payment toward damages

If a student causes damage to anything in school then they will be asked for a contribution towards the cost of any repair or payment in full as deemed appropriate. This may apply even if the damage is accidental.

Student Dress Code

Students should take pride in their appearance and wear appropriate school uniform. Jewellery, other than one stud earring in each ear, may be confiscated by staff which will result in parents being contacted to collect this. Nose studs must be removed or replaced with a clear plastic retainer which can be obtained from our Attendance Manager. Trainers must not be worn in school, and spare shoes can also be obtained from the Attendance Manager. Hoodies and sweatshirts are not to be worn on school site, including during social time.

Behaviour for Learning

Teachers and other members of staff will expect high levels of engagement in class, and lessons are expected to be free from disruption. Any student disrupting a lesson through disengagement or distracting other students, may be issued with a departmental sanction. These sanctions are detailed further down in the policy. More serious incidents of disruption may lead to students being removed from the lesson, to work with the Head of Faculty, or being referred to the Senior Leadership Team.

Positive Behaviour for Learning will be underpinned by students following our Code of Conduct, which will promote a positive, safe and supportive learning environment.

Out of Class Behaviour

Staff record inappropriate behaviour on Class Charts and issue a relevant sanction, and may involve the form tutor, Assistant Headteacher and other staff as appropriate. We take pride in all students being polite and courteous and expect them to behave in a sensible manner around school.

Teachers may sanction students for inappropriate behaviour outside of the school premises, in cases whereby the student is:

- Wearing school uniform.
- Travelling to or from school.

- Taking part in any school-related activity.
- In any way identifiable as being a student at the school.

Teachers may also sanction students for inappropriate behaviour off the school premises that, irrespective of the above:

- Could negatively affect the reputation of the school.
- Could pose a threat to another pupil, a member of staff at the school, or a member of the public.
- Could disrupt the orderly running of the school.

Rewarding Positive Conduct/Praise/Achievement Points/Reward events

The Assistant Headteachers organise Achievement Assemblies each half term to recognise the achievements of students in the Year group. Achievement Assemblies occur on a half-termly basis and students receive awards, for example for:

- Excellent or improved attendance.
- Most above expected grades for academic achievement.
- Most improved behaviour.
- Headteacher Award.
- Subject Awards.

School staff also reward outstanding academic/subject progress and achievement through praise postcards home and achievement points. Reward events and trips are organised termly for all students who consistently meet the expected standards of behaviour and conduct.

Sanctions

Sanctions for behaviour which does not meet our high expectations will be issued and held with the appropriate member of staff. These may take place in the form of:

- 20 minute detention at the staff member's convenience, without prior arrangement with parents.
- 40 minute detention with Heads of Faculty or Assistant Headteachers, with prior parental arrangement.

- 60 minute detention with Assistant Headteacher or Headteacher, with prior parental arrangement.
- Removing privileges e.g. attendance to school trips, participation in non-uniform days, removal of social time.
- Report cards.
- Managed moves or respite to another school or institution.
- Internal isolation, suspension or permanent exclusion.

Internal sanctions listed above may also be issued on INSET days where staff will be present in the school building.

The school will consider whether the behaviour displayed by the student gives reason to suspect that the student is suffering, or is likely to suffer, significant harm. In these instances, the procedures outlined in the school's Child Protection and Safeguarding Policy will be followed.

The school will also consider whether the displayed behaviour is an indicator that the student's educational, or other, needs are not being met. In this instance, the school will consider whether a multi-agency assessment of the student's behaviour would be beneficial.

Reasonable Adjustments to Sanctions

All sanctions will be reasonably adjusted with regard to identified diagnosed disabilities in consultation with the SENCO and the school's educational psychologist.

Suspensions

No Headteacher likes to suspend a student from school, but there may be times when this is necessary. If your child has been suspended it means that he or she will not be allowed to attend school for a fixed period of time due to the serious nature of their behaviour. The evidence required to exclude will need to meet the 'civil standard' of proof i.e. on the balance of probability, it is more likely than not that the student was responsible for the breach of school discipline.

There are a number of reasons that a child can be suspended from school but they can be summarised as follows:

- 1 - If they have seriously broken school rules
- 2 - Allowing them to stay in school would seriously harm their education or welfare, or the education or welfare of other students

Work will be set for your child if suspended for longer than one school day.

Your child cannot be given suspensions which total more than 45 school days in any one school year.

If your child receives 15+ days of suspension in one term then a meeting of the Academy Council will be called to discuss whether or not your child should be re-admitted.

We will contact you on the day a suspension is given and follow up with a letter including information on:

- the period and reason for suspension;
- your duty during the first five days of any suspension to ensure that your child is not present in a public place during normal school hours, whether in the company of a parent/carer or not
- readmission arrangements including a re-integration meeting with yourself and your child.

Permanent exclusions

Permanent exclusion is typically a last resort, after trying to improve the student's behaviour through other means. However, there are exceptional circumstances in which the Headteacher may decide to permanently exclude a student for a 'one-off' offence, these include but are not limited to physical assault, being in possession of an illegal substance or weapons on site.

If your child has been permanently excluded, be aware that:

- the school's academy council is required to review the Headteacher's decision and you may meet with them to explain your views on the exclusion
- if the academy council approves the exclusion, you can appeal to an independent appeal panel
- we must explain in a letter how to lodge an appeal
- the local authority must provide full-time education from the sixth day of a permanent exclusion

Incidents that typically will lead to suspension or permanent exclusion include:

- Physical assault against a student including fighting
- Physical assault against an adult
- Verbal abuse and threatening behaviour against a student
- Verbal abuse and threatening behaviour against an adult
- Abuse against sexual orientation and gender identity
- Abuse relating to disability
- Instigating violence even if not directly being violent

- Bullying
- Racist abuse
- Sexual misconduct
- Theft
- Damage to property
- Serious challenges to authority
- Persistent disruption of learning
- Serious breaches of the ICT code of conduct
- Inappropriate use of social media or online technology
- Deliberate misuse of the fire alarm
- Wilful and repeated transgression of protective measures in place to protect public health
- Drug and alcohol related incidents – this may include the abuse of a legal substance
- Possession of /or dealing with drugs at school
- Possession of a weapon, including replica weapons
- Making malicious allegations against a member of staff
- Inciting others to breach the school rules
- Behaviour that endangers themselves or others
- Behaviour which brings the school into disrepute and tarnishes the reputation of the school, even if this behaviour occurs outside of school time/hours
- Recording/filming any of the above incidents

Appendix 1

Confiscation of Inappropriate Items

Designated members of staff can search without consent for any of the items deemed inappropriate. Searches will be conducted if we believe a student has one or more of the following prohibited items on the school site (though this list is not exhaustive):

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Cigarettes and vapes
- Tobacco, lighters and cigarette papers
- 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

Staff members may instruct a student to remove outer clothing, including hats, scarves, boots and coats. A student's possessions will only be searched in the presence of the student and another member of staff, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff. A staff member carrying out a search can confiscate anything upon which they have reasonable grounds to suspect is a prohibited item. The school is not liable for any damage to, or loss of, any confiscated item(s).

The police may be contacted if any items found are deemed to be illegal or pose a significant risk to others. For all other items, it is at the discretion of the member of staff to decide if, and when, an item will be returned to a pupil. Parents/carers will be informed of any confiscated item and may be required to collect the item from the school office or request their disposal. Any items not collected by parents within 28 days will be disposed of appropriately.

Appendix 2

Prohibited Sexual Harassment and Peer on Peer Abuse

Peer on peer abuse can take many forms. This can include (but is not limited to): abuse within intimate partner relationships; bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiation/hazing type violence and rituals.

The school prohibits all forms of sexual discrimination including sexual harassment, gender-based bullying and sexual violence. Types of conduct that are prohibited in

the school and may constitute sexual harassment under this policy include, but are not limited to, the following:

- Unwelcome sexual flirtations or propositions, invitations or requests for sexual activity.
- Sexual comments, such as making lewd comments or sexual remarks about clothing and appearance, and calling someone sexualised names.
- Sexual “jokes” or taunting, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Unwelcome communication that is sexually suggestive, degrading or implies sexual intentions, including written, verbal, online etc.
- Physical behaviour, such as deliberately brushing against, grabbing, massaging or stroking an individual’s body.
- Taking, displaying, or pressuring individuals into taking photos of a sexual nature.
- Exposing, or causing exposure of, underclothing, genitalia, or other body parts that are normally covered by an individual, through means including, but not limited to, mooning, streaking, “upskirting”, “down blousing”, or flashing.
- Purposefully cornering or hindering an individual’s normal movements.
- Engaging in the improper use of school-owned devices and the internet including, but not limited to, the following:
 - o Accessing, downloading or uploading pornography.
 - o Sharing pornography via the internet or email. o Creating or maintaining websites with sexual content.
 - o Participating in sexual discussions through email, chat rooms, instant messaging, social media, mobile phone or tablet apps, or any other form of electronic communication.

The school will respond promptly and appropriately to any sexual harassment or peer on peer abuse complaints in line with the Complaints and Grievance Procedure and Policy; appropriate steps will be taken to stop the harassment, prevent any recurrence and support both the victim and the perpetrator.

Sanctions for incidents of sexual harassment or peer on peer abuse will be determined based on the nature of the case, the ages of those involved and any previous related incidents.

The school will address the effects of harassment or abuse and advise about and if possible will provide counselling services for victims, or academic support services if the harassment has affected performance.

Appendix 3

Use of Reasonable Force

Members of staff are able to use reasonable force to prevent students from committing an offence which may injure themselves or others, or damage property, and/or when it is deemed this action must be taken to keep all pupils and staff safe. The Head of School and other authorised members of staff may use reasonable force when conducting a search without consent for items deemed to be illegal or that pose a significant risk to other

This policy is linked to the Kidsgrove Secondary School Exclusion Policy and Bullying Prevention Policy.