



Pudsey  
Grangefield  
School

# SCHOOL BEHAVIOUR POLICY

*This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors and volunteers to share this commitment.*

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## **Pudsey Grangefield School**

### **School Behaviour Policy – Effective from April 2016 onwards**

#### **The Ethos and Values of Our School**

Pudsey Grangefield School is a truly inspirational and caring community of learning where everyone within it is developed and supported to achieve their very best. Our students leave with great resilience and an excellent set of skills which allows them to lead a happy and fulfilling life. A culture of excellence across the entire school captivates students and results in them exceeding the high expectations which the school has embedded in previous years.

#### **Our Values:**

##### Respect

We show respect for ourselves, others and for people who are different from us. We show respect for the building, our local and wider environments. We are mutually respectful, treating others the way we want to be treated.

##### Resilience

We have a clear self-belief, determination and understand that making mistakes is a key part of learning. We know that the more effort we put in, the better we will become.

##### Integrity

We are trustworthy and honest, true to our word, and take responsibility for our actions.

##### Compassion

We care and are considerate towards others. We value kindness, empathy and understanding and have a strong desire to make the world a better place.

##### Ambition

We value educational achievement, have high expectations of ourselves and aim to be the best person we can. No matter how good we are, we always strive for improvement.

We want to create positive climate for learning in our school. The school is committed to valuing all members of its community equally and achieves this by promoting an atmosphere of mutual respect. The school believes that all students are entitled to a broad and balanced curriculum and aims to provide a rich school experience which will enable them to achieve their best and lay the foundation for confident, tolerant, active citizenship in our changing world.

This policy outlines the standards of behaviour the school expects of its students. As is the case with all of the school's other policies, this policy is intended to support the aims of the school and promote a culture where students can realise their true potential.

## The School's Moral Code

Our moral code is based on the principle that we value every member of the school community. Learning and teaching are our core activities. As a result we insist on a constructive partnership between staff, students and parents in which all parties can expect courtesy and respect. Bullying, sexism, sexual harassment, extremist or racist behaviour are not tolerated. We actively promote awareness of these issues through the curriculum, Personal, Social, Health and Citizenship Education lessons and our strong Student Support system. Most importantly, we give students advice on the strategies to counter these issues and also give them an excellent grounding in the core values which will allow them to make a valuable contribution to society.

We are firm in tackling any behaviour which we consider anti-social or inconsiderate.

### Expected Standards of Caring for People

We expect all students to respect the feelings of others and to treat everyone as they would like to be treated. This not only includes other students and teaching staff but **all** staff within the school, visitors, parents and carers.

We expect that students:

- To wear Pudsey Grangefield full school uniform as detailed in the policy, current school planner and/or any reasonable amendments made in-year which have been communicated through school letters, texts or on our school website.
- Bring the correct equipment as detailed in the policy, current school planner and/or any reasonable amendments made in-year which have been communicated through school letters, texts or on our school website.
- should not shout or verbally abuse anyone but speak calmly and courteously
- do as they are asked without argument
- speak to their Form Tutor, Year Leader or subject teacher in order to help resolve problems
- find a compromise and solutions rather than conflict
- listen to the views of others (as long as they are not of a prejudiced nature) and accept their right to hold those views
- respect the rights of others to be different
- to move around the school in an orderly and safe manner
- in Y7 – 11 to stay on the school site at break and lunchtime unless they have a lunchtime pass.
- show respect for others and take pride in their work
- will represent themselves in the community as responsible citizens and not bring the school into disrepute.

We expect that staff will:

- Be responsible for ensuring a prompt start to lessons
- Be good role models for students and peers
- Encourage students to show respect for members of the community and the environment.
- Work to develop positive relationships with students by modelling calm behaviour.
- Speak politely and calmly and respect everyone's personal space.
- Treat all members of the community equally and fairly and consistently.
- Where appropriate, challenge behaviour that does not meet the high standards expected in this policy

We expect that parents and carers will:

- Be good role models for all other members of the community.

- Ensure their child attends regularly and arrives on time.
- Encourage students to show respect for members of the community and the environment.
- Ensure students wear the agreed school uniform and bring correct equipment.
- Support the school in modelling polite, calm and orderly behaviour.
- Work in partnership with school staff to ensure that their child is able to achieve to the best of their ability.
- Support the school's sanctions

### **Caring for the building and environment**

We expect that all students will:

- respect the school building and property
- use the bins provided for litter
- not graffiti anywhere
- not deliberately damage any school property
- not misuse furniture

Students will be expected to contribute to the cost of any deliberate damage which occurs to school buildings or equipment.

### **Dealing with disruption to teaching and learning**

If a lesson is disrupted for 5 minutes due to students not being prepared or the member of staff having to deal with low level disruption, the impact affects all students in the class. If every lesson across a week was disrupted in this way, the loss of learning time would equate to almost half a day. By the Governments' own attendance calculations, if a student misses the equivalent of half a day of school per week, their overall GCSE results will drop by one grade.

The following system is designed to allow teaching and learning to flow smoothly and ensure that students are focussed on the work they are tackling. Teaching staff will use this system to tackle any disruptive behaviour in lessons.

#### **1. The student will be given a verbal warning**

This will be made clear to the student by the teacher saying "This is your first verbal warning". Their name may also be written on the board as a reminder.

#### **2. The student will be given a second verbal warning**

This will be made clear to the student by the teacher saying "This is your second verbal warning". Their name may be ticked on the board as a reminder and it will be logged on Classcharts.

At this point the teacher may use a range of other strategies to support the student to improve his/her behaviour. This could include:

- Checking they understand the work and/or providing additional support
- Moving them within the classroom to sit in a different place
- Asking them to step outside the classroom for a quiet word, or to reflect for a on their behaviour for a minute

If student's behaviour continues to cause concern, the teacher will request 'On Call' support. In most cases, this will result in the student being removed to a buddy classroom, which will be logged on Classcharts.

**3. Staff 'on-call' will discuss** the reasons for removal with the class teacher. The student will then be removed to a buddy classroom. This will be the Subject Leader or Assistant Subject Leader's classroom if possible. At the end of the lesson the Subject

Leader/Assistant Subject Leader will ensure that the student apologises to the member of staff, so that they can start the next lesson positively with restored good relationships.

Following removal from a lesson, the class teacher will set a departmental detention. Classcharts will inform parents/carers this is the case. The detention will last for 40 minutes, and students are expected to complete subject-specific work.

#### **4. Internal Isolation Room**

This room is used if a student refuses to enter the buddy classroom or causes disruption in the withdrawal class. This is a room supervised by an experienced member of staff where students are expected to work in silence.

- The student is taken to the Internal Isolation Room and remains in this room for the remainder of the lesson
- In addition to the department detention, the student will also receive a one-hour school detention.
- Any disruption or defiance will result in the student being taken to the External Isolation Room where they will stay for the remainder of the day and work in silence.
- In the External Isolation Room, students will be expected to hand over their mobile phones, iPads or any other electrical devices for the duration of their stay.

#### **5. External Isolation Room**

This room is used if a student refuses to go into Internal Isolation Room or if they cause any disruption to the Internal Isolation Room. In addition, a student can be sent to the External Isolation Room if their behaviour is of the nature described below in the 'Exclusions' section.

The External Isolation Room is supervised by the Student Support Team, Middle Leaders and members of the Senior Leadership Team. **Any student who is in the External Isolation Room will finish school at 3.30pm on that day.** Classcharts and/or the Student Support team will inform Parents/Carers that their child is in the External isolation room.

#### **Expectations in the External Isolation Room**

- Students are expected to work in silence throughout the day.
- Students sit in booths and must not distract others.
- Students must complete the work set.
- Students are given 2 bottles of water and are able to order a sandwich and drink from the canteen. Alternatively, they may also bring their own packed lunch (cold food only).
- Two breaks will be provided (mid-morning and lunch), when students may walk around, eat, relax and talk to others.

#### **Disruption in the External Isolation Room**

If a student disrupts the External Isolation Room the student will be given two warnings: a Verbal Warning and a Second Verbal Warning. If they continue to disrupt the room, Parents/Carers will be telephoned and asked to speak to their son/daughter to reinforce the need to behave appropriately. At this point, it will be made clear to the student and parent that continued poor behaviour will result in a fixed term exclusion. If this is the case, Parents/Carers will be contacted and asked to collect their son or daughter.

After a student has been excluded, parents/carers will need to accompany their son/daughter to a re-integration meeting with the Principal/Deputy Principal. Following

their readmission to school the student will need to complete their original sanction in the External Isolation Room, before returning to their normal timetabled lessons.

The same rules applies regarding mobile phones, iPads etc, as in the Internal Isolation room.

### **Break / Lunchtime detention**

Students whose behaviour does not meet expectations during social times will be given a break and/or lunchtime detention. Students will be required to sit in silence and copy out the school values for the duration. They will be released from break detention 5 minutes before the end of break, and from lunch detention 10 minutes before the end of lunchtime, to allow time to eat and use the toilet before lessons. Break/Lunchtime detentions are logged on Classcharts.

### **Mobile phones/other mobile devices**

- Phones and other mobile devices must be **turned off and out of sight** during all lessons.
- If a phone is either used, out on display or disrupts the lessons in any way, it will be confiscated by the teacher. The phone or other mobile devices will be taken to the relevant Year Office for the duration of the school day. Mobile phone misuse is logged on Classcharts.
- The student will have to obtain a letter from the Year Office to take home and the parent/carer is able to collect the item(s) at the end of the school day.
- If the student refuses to hand over their phone to the member of staff, a member of the Pastoral Team will be called. If the student hands over the phone, she/he will be allowed to remain in the class with a strong reprimand from the member of pastoral staff. Again, a letter will have to be obtained by the student and the parent/carer will need to collect the item(s) from the school. This will be logged in the Year Office for monitoring purposes.
- If the student refuses to hand over their phone to the pastoral member of staff, she/he will be taken into internal isolation. If the phone is still not handed over, the student will be taken into our external isolation room where the parent/carer may need to be contacted. The phone will need to be handed over as per the process detailed above.
- In exceptional cases where a student requests to go to the toilet or to fill their water bottles and he/she is seen using their phone or other electronic devices, the same rules would apply as in the classroom.
- Ear pieces must not be visible other than in social times. The same rules would apply as in the classroom.
- Students should not use their phones or other electrical devices during the change-over of lessons. If this is seen by a member of staff, the student will have their responsibility cards signed. This intervention may delay their arrival to the next lesson and could incur further sanctions.
- Fidget Spinners or any other similar devices are not allowed in classes. Teachers will confiscate these and return to students at the end of the lesson.

### **Toilet breaks**

Students are expected to go to the toilet during social times and not during lessons. Class teachers will refuse permission to use the toilet during lessons unless genuine

emergency (teacher's professional judgement). If a student has a medical issue they should present a doctor's note to the medical office and will be given a toilet pass which will be valid for the duration of the condition.

## **Water Bottles**

Students are allowed to drink water during lessons. They should fill bottles during social times only. Teachers will not give permission for students to leave lessons to fill water bottles.

## **Classcharts / Responsibility Cards**

Systems in school are designed to encourage students to take responsibility for their behaviour at social times, lessons, punctuality and organisation for learning. These systems include Classcharts and Responsibility Cards.

Classcharts is used to record positive and negatives, primarily in lessons. Parents/carers and students have personal log-ins, to enable them to monitor this. All detentions are communicated via Classcharts, which will also email parents/carers to give them notice of the detention.

To allow the recording of behaviour during social times, students are expected to carry their responsibility cards at all times. Failure to do so will result in a detention.

Minor infringements will be recorded on the card such as (but not exclusively):

- late to lessons
- shirt not tucked while inside the school building
- tie not worn while inside the school building
- coat worn inside the teaching wing of the building
- inappropriate behaviour at social times
- being disrespectful to staff
- mobile phone misuse

When a student receives 5 signatures they will be issued with a school detention and a new blank responsibility card. This will be logged on Classcharts. The school reserves the right to apply more serious sanctions, such as isolation, in relation to any significant concerns.

## **Uniform**

Current uniform guidance can be found on the school website at:  
[www.pudseygrangefield.co.uk](http://www.pudseygrangefield.co.uk).

Students not wearing the correct uniform will be asked to wear some of the school's own supplies, if available. If not available, or if students refuse to do so, this will result in them being kept in isolation until they have the correct uniform.

Students without a tie will be lent one (if available). Any further incidences that half term will incur a school detention. Uniform infringements are logged on Classcharts.

## **Detentions**

Detentions are logged on Classcharts to inform parents/carers.

### **Class teacher detention**

- The teacher may issue a 10 minute detention at break, lunch or after school for persistent minor concerns or inadequate work. We would not give 24 hours notice of this type of detention.
- Class teacher may issue a 40 minute department after-school detention. A text

### **Department detention**

- The class teacher may also set a 40 minute after-school detention for other behaviour concerns, such as inadequate work, repeated failure to submit homework, poor presentation/graffiti in books etc. Classcharts will inform parents/carers giving 24-hour notice.
- The class teacher will issue a 40 minute after school detention if a student is removed from their lesson. Classcharts will inform parents/carers.
- Alternatively staff may contact parents directly to inform them of any detention.
- The detention will be supervised by the class teacher or their department.

### **School Detentions**

- Failure to attend a Departmental detention will result in a one hour after school detention. Parents/carers will be informed via Classcharts.
- Any student failing to attend more than three school detentions in one half term will receive a day in external isolation. This will be logged on Classcharts.
- Any student who attends school late without a valid reason will automatically attend a one hour after-school detention on that day. Parents/Carers will be informed via Classcharts.
- Year 7, 8 & 9** in room 206
- Year 10, 11 and Post16** 106
- Failure to attend or unsatisfactory behaviour during the school detention will result in SLT detention. Classcharts will inform parents/carers.

### **SLT (Senior Leadership Team) detentions**

- Failure to attend School detention will result in one hour and fifteen minutes after-school detention on Friday with Senior Leadership Team (SLT).
- Parents/carers will be informed via Classcharts..
- Room 213 will be used.
- Where possible, students will be picked up at the end of their lesson 4. However, it is their responsibility to ensure they attend the detention. If a student is present on the day, but does not attend the detention, they will be given one day in External Isolation. The detention will be re-set for the next Friday. Parents/carers will be notified via Classcharts and/or contact from the Student Support team.
- If a student refuses to attend the SLT detention, such as by walking off, they will be placed in external isolation for two days. Parents/carers will be notified via Classcharts and/or contact from the Student Support team.
- Medical appointments will be accepted as a reason to reschedule the SLT detention only on production of an appointment letter or card.
- Unsatisfactory behaviour, or inadequate work in SLT detention could result in a student repeating the detention or being given a day in the External Isolation room. Parents/carers will be notified via Classcharts and/or contact from the Student Support team.

## Expectations during 'independent learning' tasks

Most lessons now incorporate a period of silent work. This is an important part of learning which would enable students to build their resilience. We expect students to fully engage with the independent tasks and follow the teacher's instructions. Failure to do so will result in:

**Years 7 to 10** – teachers would follow the current behaviour policy.

**Year 11** – if Year 11 have timetabled additional lessons after school (meaning that the normal detention system cannot take place), the following sanctions will apply:

- Students will receive negatives on Classcharts for inadequate work
- Removal from lesson = SLT detention (75 minutes)
- Miss homework = negatives on Classcharts
- 2 lesson removals or full responsibility card = notice to improve card and removal of lunchtime pass

## Students Causing Ongoing Concern

Where a student's behaviour gives cause for concern then a full range of interventions may be used appropriate to the problem. Less serious problems will be recorded in Classcharts and/or parents/carers are informed. In more serious situations parents/carers will be contacted by the school by telephone or letter and a review meeting may take place.

Those students causing very serious concerns and who do not respond via the school's internal monitoring plan, they may be required to spend a period of time on a behavioural support programme to enable them to re-establish appropriate learning behaviours. In some cases, where a wide range of support measures have failed to encourage improvement, off-site provision at a specialist centre will be arranged for individual students.

## Exclusion

In serious cases the school may exclude students for a **fixed term** if their conduct is deemed to be unacceptable. The decision to exclude a student may be taken when it is judged that allowing a student to remain in school would seriously harm the education or welfare of the student or others in the school.

Exclusion is a serious sanction and is only administered by the Principal (or, in the absence of the Principal, the Deputy Principal who is acting in that role). We will always contact parents to inform them that their child has been excluded. In the rare cases where a student's behaviour is such that they must be taken home before the end of the school day by their parents, we will always contact parents first to organise this and this time would be recorded as a part of their exclusion.

The following list gives an indication of the type of behaviour which could result in a fixed term exclusion:

- verbal abuse of a member of staff
- serious and persistent bullying of another student
- using racist language
- malicious damage to property
- violent conduct towards another student
- theft
- possession of illegal drugs
- persistent defiance of staff
- sexual misconduct
- misuse of the fire alarm

- actions outside of the school which are deemed to have brought the school's name into disrepute
- attempted arson
- vandalism of school equipment and property
- mis-use of computer equipment or social networking sites to threaten, bully, harass, slander or cause distress to other students or staff.
- unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the student's behaviour

This is not an exhaustive list and there may be other situations where the Principal makes the judgment that exclusion is an appropriate sanction.

As re-integration of an excluded student is an important process it is expected that parents will attend the re-integration meeting to discuss the support strategies which will be put in place.

**Permanent exclusion** is a sanction which is rarely used. It is the final step in our disciplinary process. There are two categories where permanent exclusion would be considered.

The first category would be cases where a student has been persistently disruptive over a period of time and a wide range of strategies have been tried without success. It is an acknowledgement that the school has exhausted all available strategies for supporting a student.

In addition there are occasions where a first or 'one-off' incident would be so serious that the school would consider permanent exclusion. Examples of these incidents would be:

- actual or threatened serious violence towards another pupil or member of staff
- supplying an illegal drug
- arson
- sexual abuse or assault
- carrying an offensive weapons\*

*\*Offensive weapons are defined in the Prevention of Crime Act 1953 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him."*

The school will consider Police involvement for any of the above offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well being of the School.

### **Tobacco and E-Cigarettes**

It is illegal for anyone under the age of 18 to purchase tobacco or e-cigarettes. Students are not permitted to bring these items onto the school site. If a student is found in possession of these items they will be confiscated and a sanction put in place.

### **Drugs Policy**

Pudsey Grangefield School has a zero tolerance policy toward illegal drugs. We are committed to ensuring that the school will be and will remain an environment entirely free from illegal drugs, substances intended to resemble drugs and the 'culture' of drugs.

A breach of this policy by any student will be regarded as a very serious disciplinary matter. In particular, possession of use of an illegal drug by any student will result in immediate referral to the Police.

This policy will be supported by a comprehensive programme of education through our PSHE curriculum.

### **Drug Testing Policy**

The School Governors support the use of non-invasive drugs testing of students in particular circumstances which include:

1. Where the school suspects that a student may be taking drugs. These concerns are relayed to parents and an offer of a drugs test made.
2. Where parents suspect that their child might be using drugs. In these cases the offer of a drugs test is made to support the parents.
3. Where a student had been excluded for a drugs-related offence. In this situation parents are informed that the school will propose a drugs test of their child on a random half-termly basis. Knowledge of an upcoming drugs test would act as a deterrent value and supports the student in not regressing.

### **Health and Safety**

#### **Responsibilities of students**

All students are expected to exercise personal responsibility for the safety of themselves and their fellow students. In particular students:

- Must obey all the safety rules of the school and in particular the instructions of staff in the event of an emergency.
- Must not wilfully misuse or interfere with items or systems provided for safety purposes such as fire alarms or extinguishers
- Must not bring into school any item which might constitute a threat or danger to other students or staff.

A breach of this policy by any student will be regarded as a very serious disciplinary matter.

The school reserves the right to decide whether any prohibited items that are found in student's possession is returned to the parents/carers, discarded by the school or handed over to the Police.

**Mark McKelvie**  
**Principal**