



The Warriner School

Discipline and Pupil Behaviour Policy

Aims

The Governors of The Warriner School aim to foster an atmosphere in which students may reach their academic potential and also develop fully as individuals. We recognise that there will be occasions when behaviour falls below the high level we are trying to achieve. Therefore, clear guidelines for what may happen if behaviour is unacceptable are essential. Full details of expectations and sanctions underpinning this policy are found in Appendix 1.

Objectives

- To enable students to remain on-task in their learning
- To enhance students' self-esteem
- To encourage accountability for behaviour
- To encourage students to recognise and respect the rights of others
- To affirm co-operation as well as responsible independence in learning
- To promote the values of honesty, fairness and respect for others
- To enable school staff to act consistently and fairly in relation to rewards and sanctions

Roles and Responsibilities

The Governing Body is responsible for the policy, the health and safety of students and staff and for reviewing the decisions of the Head of School to exclude students from school. The Head of School is responsible for implementing policies agreed by the Governing Body and has responsibility, in conjunction with the Executive Head Teacher, for excluding students within the school. The Leadership Team has responsibility for providing leadership and guidance to all staff and students in the implementation of the policy. They also provide support for individuals and teams in the policy's implementation. All staff, both teaching and support, have a collective responsibility for the day to day implementation of the policy.

Monitoring and Evaluation

The effectiveness of this policy will be reviewed against the following criteria:

- Numbers of Formal and Senior Leadership Team detentions
- Feedback from staff, students and parents
- Numbers of fixed term and permanent exclusions



Related Policies¹

- Warriner MAT Behaviour Principles Statement
- Single Equality Policy
- Attendance Policy
- Special Educational Needs
- Drugs Policy
- Physical Intervention Protocol
- Exclusion policy
- Policy on mobile phone use

Reviewed: September 2020

By: Head of School

Next Review: September 2023

Approved by: The Admissions Committee of the Governing Body on 15th October 2020

¹ All related policies in this section are referenced as The Warriner School



Appendix 1 - Behaviour Expectations and Sanctions

Introduction

Whilst we aim to foster an atmosphere in which students may reach their academic potential and also develop fully as individuals, we recognise that there will be occasions when behaviour falls below the high level we are trying to achieve. Therefore, clear guidelines for what may happen if behaviour is unacceptable are essential.

The school will not be successful if it works in isolation. We must maintain strong links with the parents/carers/guardians of our students. The support of parents for any sanction which may be implemented for unacceptable behaviour is crucial. All staff have a collective responsibility on a day-to-day basis for the overall wellbeing and, therefore behaviour, of each student. Each student should be able to develop secure and trusting relationships with members of staff and with each other.

Behaviour Policy

Students are expected to be responsible for their own behaviour. They should have respect for themselves, respect for others and also for the environment in which they work. This will be shown by high standards of behaviour, effort, punctuality, classwork, homework, organisation, attendance and uniform. Where a student's behaviour does meet with expectations, this should receive a positive recognition.

Rewards

Praise and appreciation should be expressed to give encouragement and positive reinforcement. Parents/carers/guardians of our students are encouraged to download the Go4Schools app which will provide weekly updates of students' behaviour and attendance at school. We very much look to reward positive behaviours to motivate students and help forge positive professional relationships. Negative behaviours and attendance data is also recorded should any concerns exist. Staff, where possible, will record home note text to provide further detail should it be required to support conversations at home where we would expect parents/carers/guardians to discuss appropriate behaviours.

Our present rewards system includes:

- verbal praise, either personal or public
- letters home for good progress shown in interim reports
- positive comments in exercise books, and students' work
- praise postcards
- recognition in awards ceremonies
- prefect status
- House points



Section 1:

How is a high standard of behaviour achieved?

1. **Respect for oneself**

This is shown by a positive and active involvement in classwork and school life and is promoted through the values of “Responsible, Respectful and Ready”. Inside the classroom all those present should promote the learning process.

If this does not happen:

Lapses may be referred to the relevant Subject Leader, Tutor, Head of Year, Member of the Pastoral Support Team and finally to a member of the Senior Leadership Team. Parents/carers /guardians may be informed.

2. **Respect for others and their culture**

All members of the school community should be treated with respect. This is shown by the way that we speak to each other and by being courteous, well-mannered and by showing regard for the feelings of others.

If this does not happen:

- incidents will be treated seriously and investigated
- attempts will be made to settle disputes in a reasonable way
- both sides in a dispute may be brought together under supervision to see whether working relationships can be restored through reconciliation.

3. **Respect for the environment**

Not dropping litter and refraining from writing graffiti on walls and furniture or any damage caused by discarded chewing gum will help maintain a pleasant working environment.

The school’s, another person’s and one’s own property should be used responsibly. Any theft or damage should be reported to the nearest member of staff.

Display work around the school should be respected.

If this does not happen:

Everyone has a less pleasant environment in which to study and work. Incidents of deliberate damage will be investigated thoroughly. Any student found wilfully damaging the environment would be expected to put right the damage which has occurred and be subject to a significant sanction and possible fine.

Section 2:

Attendance and Punctuality

The school is required by law to keep a record of student attendance. In an emergency, such as a fire, it is essential that we have an accurate record of who is in school. Good attendance and punctuality are essential for good learning. They are also essential skills for later life. Students who



are late are recorded as late and are put in a lunch time or an after school detention. If a student is late to school they need to sign in at the school office, this is tracked. The office staff will inform the Tutor concerned.

If students are late or do not attend

- parents, carers or guardians should telephone or email the school in the morning on the first day and every subsequent day of their child's absence
- A group call will be made if no contact is received, on the third day of no response to group call safeguarding procedure's will commence, and relevant agencies will be informed.
- Any absence needs to be explained, on return to school, by phone, email, or a letter from parents, carers or guardians. Contact details can be found on the school website:
<https://www.thewarrinerschool.co.uk/page/?title=Attendance&pid=240>

Once attendance falls below 96% the tutor will contact home, this is tracked and monitored. Once attendance falls below 90% the Attendance Officer will contact home and offer positive support to improve student attendance through:

- attendance letters, emails and phone calls
- meetings with parents/ carers/ guardians if needed
- a parental contract
- home visits

If there continues to be no improvement a referral will then be made which could result in a fine or court action.

The Safeguarding Governor is there to ensure that the school has carried out all their responsibilities and correct policies have been followed

On return to school, it is the student's responsibility to seek advice on completing any work missed. If a student is late to class he/she must catch up on work missed. The subject teacher may give a break or lunchtime detention in order to ensure that this is done.

Serious lapses in punctuality may lead pastoral staff to decide that an after-school detention is warranted. Parents, carers or guardians will, in most cases, be given twenty-four hours' notice of any after-school detention. However, in some circumstances a student may be kept in on the same day and the school will endeavour to inform parents if this is the case.

We strongly discourage parents from taking their children out of school for holidays or family outings during the school term. In most cases, unless there are extenuating circumstances, these will count as an unauthorised absence. A leave of absence form must be filled in to request any time off during term time.



Homework

Homework is available to view on Satchel One learning platform for which both students and parents have personal logins. Students should check each day to review what has been set and the relevant date of submission. Parents/carers/guardians should also monitor students accounts to ensure that students are completing work set. Parents/carers/guardians are encouraged to contact the school if it appears that homework is not being set.

All homework must be completed by the due deadline. Students are encouraged to plan out their homework and coursework.

Homework should be dated and well presented. If it is finished within the recommended time, reading and extra revision can be completed.

If homework is not completed

- parents/carers/guardians may email teachers or send a written note providing an explanation if there is a good reason why a child was unable to complete their homework
- the teacher should be told before or at the beginning of the lesson
- the teacher may record non-completion of work on Satchel One so that parents/carers/guardians may see it
- the teacher may keep the student in a detention at break or lunchtime to complete the work. Missing this detention and/or not producing homework at the second opportunity will result in a formal lunchtime detention
- Parents may be contacted to invite students to attend homework support club

If there are serious lapses in a student's record for completing homework, the matter will be referred to the relevant Subject Leader, and then to the Tutor.

Equipment

All students are expected to arrive in school each day with everything that they need for their lessons. This includes a pen, pencil, ruler, red pen, exercise book and text book if appropriate. Students must all ensure that they have any specialist equipment as required such as for PE, ADT, Maths etc.

If this does not happen:

Students have until the start of period 1 to ensure that they have all they need for the day ahead. Failure to do so can result in a formal detention.



Uniform and Appearance

All students are expected to wear correct school uniform as it plays an important part in establishing a community spirit and also encourages students to take a personal pride in their own appearance. They are expected to wear it on the way to and on the way from school each day.

The uniform code is as follows:

- Top buttons must be done up, ties tied to show 7 stripes, touching the top of ones trousers and done up fully, trousers pulled up correctly.
- Belts will be plain, tights will be black or flesh coloured and also plain, shoes will be clean black leather, garments worn under shirts/blouses must be plain white.
- Students can wear one set of stud earrings.
- Blazers are to be worn to and from school and in and between lessons.
- Haircuts / colour should be appropriate.
- No jewellery is to be worn, except for a watch
- No make up is to be worn in year 7, 8 or 9
- In year 10 and above, any make-up worn should be discrete.
- Any variations in uniform appropriate to different faiths should be black.

For full details on the uniform code see the school website

<http://www.thewarrinerschool.co.uk/uniform>

The Head of School will be the final arbiter on uniform issues.

If this does not happen

- a note of explanation from parents, carers or guardians must be supplied
- the correct uniform must be obtained. There are ways in which the school can offer advice or help in cases of serious financial difficulty
- excessive jewellery will be confiscated. Parents, carers or guardians will be able to collect this from the school office.

As a general rule students who flout the rules regarding uniform will receive a formal detention. Parents, carers or guardians will be contacted if failure to comply becomes persistent and students will be given an automatic school detention. A fixed term exclusion may be applied to serial offenders.

Effort

Students should make every effort to complete work to the best of their ability.

If a student does not work to the best of their ability

- examination grades may suffer
- teachers will do their best to encourage students to do better



- Students will be asked to re-do work that is of a poor standard
- Students may be put on a daily report
- Students may be given a mentor to work with
- Students may be given a detention during which they can re-do the work correctly.

If students continue to work badly the matter will be referred to the relevant Subject Leader, Tutor, or Head of Year. Parents, carers or guardians will be informed and possibly invited in to discuss the students' progress.

Student lesson preparation and organisation

It helps to plan ahead and to ensure that homework is done. Timetables should be checked at night to see which lessons take place the following day. The necessary equipment and books should be put in the student's bag for the next morning.

Students should be ready and prepared to work from the moment they enter the classroom or teaching area.

Behaviour

Our approach is a positive one which emphasises the benefits for the whole school offered by an appropriate standard of behaviour. This approach also gives students a greater responsibility in creating and maintaining such an environment for the benefit of their own learning.

Our policy is expressed through a set of expectations:

Attitude and Learning Rules for Lessons

Students must be aware that:

No individual within The Warriner School has the right to prevent the learning of other students.

Students are expected to:

- Arrive at lessons on time
- Be dressed in the correct uniform
- Remove outdoor garments
- Have the correct books and equipment for the lesson
- Organise themselves quickly
- Listen when the teacher or another student is addressing the class
- Record homework accurately where required
- Wait to be told when to finish their work and pack away
- Wait to be dismissed



Conduct Rules for School

Students must: **Always treat other people and their property with respect.**

- Be polite and co-operative
- Bullying and violence will not be tolerated
- Wear uniform correctly both in school and to and from school
- The Warriner is a non-smoking school. Smokers and those who associate with smokers will be appropriately sanctioned.
- The Warriner School has a zero tolerance approach to alcohol and illegal drugs
- Vandalism, theft and damage to property will not be accepted
- Students must respect the school environment
- Students must behave responsibly on school buses. Failure to follow safety instructions can lead to danger. Students may lose the right to travel on a school bus.

Students are bound by the school rules on the journey to and from school, as well as when on site.

Mobile phones, headphones, cameras and other forms of personal electrical equipment are not to be in open possession on the school site at **any time**. Items will be confiscated and stored in the safe should students be found in possession of any devices listed above. Devices will be returned at the end of the day on the first occasion an item is confiscated, it will then be kept for 24 hours and parents or guardians notified should this happen again.

Full details of mobile phone use are outlined in the Mobile Phone Policy.

Appropriate sanctions will be applied for failure to observe these expectations.

Attitude to Learning (A2L)

We would like to emphasise that the purpose of the A2L system is NOT to put students in detention, but rather to allow teachers to deal effectively with any behaviour that is preventing students from learning.

IN SUMMARY THE SYSTEM IS:

A2L Detention 1 1.15 to 1.30 Monday – Friday
(Issued for lateness/chewing gum/lack of equipment)

A2L Detention 2 1.15 to 1.45 Monday - Friday

A2L Detention 3 3.00 to 3.45/4.30 Friday

Please note that students will be informed of a detention in one of 3 ways:

By their classroom teacher who enters the detention on the school system.

By their tutor, during morning registration.

Daily notices posted at general office.



Attitude to Learning Sanctions

Behaviour

Warning; Reminder of A2L rules

Proactive Strategy; Moved within class / Placed outside /differentiated work

Breach of A2L; Detention 2

Repeated incidents; Detention 3

If students do not modify their conduct they may also be removed / isolated. In extreme cases students may be asked to attend after school provision.

Exclusions

Serious breaches of the behaviour policy can lead to exclusions as outlined in the Exclusion Policy.

Covid-19 response

In light of current changes to educational settings under guidance outlined by the Department for Education and Public Health England it may not be possible to run all detentions and sanctions as described in this policy at a given time.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>