

West Monmouth School

Ysgol Gorllewin Mynwy



Behaviour Management Policy

Polisi Rheoli Ymddygiad

Date Approved by Governors:

Date Reviewed by Governors:

BEHAVIOUR MANAGEMENT

AT WEST MONMOUTH SCHOOL

Behaviour Management and pupil discipline is the responsibility of all Staff.

We need to reinforce agreed standards of behaviour at the start of term and **implement consistent strategies** to manage behaviour on a day to day basis.

- 1 All form teachers to teach pupil responsibilities and classroom rules on the **first day back of every new term**.
- 2 All classroom teachers are to go through the classroom plan and how it applies to their subject in the **first lesson** giving clear guidelines on the high expectations of behaviour required.
- 3 During each term pupils will need to be reminded of 1 and 2 above on a weekly, if not on a daily basis
- 4 All teachers must ensure student planners are used effectively and used for the non completion of homework.
- 5 All teachers should issue positive cards at the end of each half term.
- 6 All departments are to ensure:
 1. Routines for every activity
 2. Starter activities to ensure all pupils are immediately on task at the start of the lesson
 3. Clear expectations of all pupils
 4. Equipment checks/Register/use of Student Planner
 5. Rewards are given as well as sanctions
 6. HoDs to work with pastoral staff on identification of and management of 'troubled' pupils

Mr G Cooksey, Assitant Headteacher, along with Heads of Faculty monitors 1 to 6 above.

THE ROLE OF THE FORM TEACHER

Attendance

1. Pupils should be registered during first period every morning at 8:30 and period 5 in the afternoon at 2:00p.m. Any pupil who arrives more than 5 minutes late needs to have a letter L entered onto the register instead of a/. Any pupil who is more than 30 minutes late needs to be marked with a U.

Punctuality

Any pupils who are late are go to W22 detention with SLT and parents are text about the lateness. Persistent late pupils and very late pupils will receive letters home, detentions with the HOL and parents are invited into a late panel meeting with SLT, HOL, EWO and the attendance governor.

Planners

1. Planners need to be checked and signed **weekly** each week. Achievement and behaviour points can be used for good and negative comments with regards to the planner.
2. For unsigned planners a second chance is given and checked the next day. If it is still unsigned, a 20 minute detention is given by the reg. teacher.
3. If there is a persistent problem then a phone call home must be made by pastoral staff to ensure that the planner is checked in future.

Uniform

1. Non-school coats should be removed from the pupil and kept in a secure place until the end of the day. No pupil should leave last lesson early to collect their coat.
2. If a pupil is wearing trainers and a note is not provided they will be issued with a detention.
3. Any pupil without a tie should be issued with a tie (from the Lower or upper School office).
4. Any persistent uniform problems should be referred to the HOL or Assistant Head.

Equipment

1. When checking for equipment the form teacher should ask to see:
 - at least two pens.
 - a pencil
 - a ruler.
 - a rubber
 - a sharpener
2. Pupils without a bag should be referred to the Head/Deputy Head of school.

WEST MONMOUTH SCHOOL

PUPIL RESPONSIBILITIES

1. FOLLOW INSTRUCTIONS

Follow instructions from all staff promptly and without question

2. RESPECT

Use good manners and speak politely to everyone at all times

3. AROUND THE SCHOOL

Everyone must keep to the left and walk in an orderly and quiet manner

4. PUNCTUALITY

Everyone must arrive at registration and for each lesson on time (**more than 5 minutes after the bell is late**)

5. UNIFORM

Full uniform must be worn correctly at all times

6. EQUIPMENT

All pupils must arrive at every lesson with the correct equipment. If a pupil has to borrow a pen or has no ruler then they need to be warned by the teacher they will receive a detention if this occurs again.

7. MOBILE PHONES/I.PODS

All electronic equipment must be switched off and out of sight in all lessons and pastoral periods. Recording (audio/video) is totally banned on this site

8. EATING

With the exception of bottled water, there will be no eating, chewing or drinking in corridors or classrooms

9. SMOKING

West Monmouth School is a smoke free site. Smoking is banned. Pupils caught smoking will be dealt with by pastoral staff with an hour after school or an isolation. E – Cigarettes are also banned in school

10. SCHOOL ENVIRONMENT

Treat all the facilities with care and respect. Put litter in the bins and recycle where possible.

WEST MONMOUTH SCHOOL

CLASSROOM RULES

(Share with pupils and continually reinforce)

- 1. Please be punctual, dressed in full uniform and bring the correct equipment.**
- 2. Please listen to and follow instructions immediately.**
- 3. Please complete your work quietly and in the given time.**
- 4. Please let other people work without interruption.**
- 5. Please remain in your place unless asked to do otherwise.**
- 6. Please raise your hand if you need attention and wait.**
- 7. Please remember that mobile phones and MP3 players must not be used in lessons and need to be off and out of sight**
- 8. Please remember that chewing gum AND eating is banned**
- 9. Please be courteous to everyone at all times**

BEHAVIOUR IS THE RESPONSIBILITY OF THE CLASSROOM TEACHER SUPPORTED BY THE HEAD OF DEPARTMENT

SLT AND PASTORAL STAFF SHOULD NOT BE INVOLVED AS FIRST RESPONSE UNLESS THE INCIDENT IS SERIOUS OR THE PUPIL HAS MOVED THROUGH THE WARNING

SYSTEM AND NEEDS TO BE REMOVED BY THE DUTY PERSON ON CALL

All staff are reminded that if a pupil behaviour is totally unacceptable and, affecting teaching and learning, then they are to phone the main school office and ask for the pupil to be removed by the duty person.

- 1 Warning** – Name written on board.
- 2 Warnings** – Behaviour point will be given and a 10 minute detention with class teacher.
- 3 Warnings** – 15 minute detention with class teacher.
- 4 Warnings** – Sent to Head of Faculty or Teacher i/c who will issue pupil with a school 1 hour after school detention.
- 5 Warnings** – Duty person called to remove pupil from the lesson.

Warnings can be given for the following: (Discretion should be used)

- Not following instructions
- Inadequate work
- Answering back
- Shouting out
- Eating/Drinking in class
- Inappropriate language towards staff
- Inappropriate language towards pupils
- Use of phones/ipods in lesson
- Speaking over the teacher
- Distracting other pupils
- Inappropriate behaviour towards other pupils
- No homework
- Lack of equipment
- Incorrect uniform
- Late to lesson
- Damage to property

Do not let your behaviour ruin the learning of others.

REWARDS V'S SANCTIONS

Each new academic year we must focus on this and reward those pupils that deserve credit for their efforts, it could also have a knock on effect with some of our more difficult pupils!

Rewards must:

- 1 be used every lesson
- 2 be used in all subject areas

Rewards can be classified into four categories:

- 1 Attendance
- 2 Effort (Subject specific)
- 3 Achievement
- 4 Behaviour, attitude and uniform

The above is monitored by Heads of Learning.

Consistency is the key.

- 1 **Attendance:** Form teachers must make their form members aware of the importance of attendance. Attendance of over 95% is expected from all pupils. Attendance of below 90% is of serious concern. Pupils with attendance below 95% will take part in reward trips (exceptions will exist). Pupils with excellent attendance will be rewarded with early lunches, certificates, letters home and reward trips.
3. **Effort, Behaviour and Attitude:** Achievement points should be given to pupils who produce good work and give a big effort.
4. **Achievement:** Departments should have a recognised system for rewarding outstanding achievement in their subject. This obviously feeds into the annual awards ceremony and should include half term subject postcards, letters and phone calls.

Positive letters/Post Cards

Pastoral teams should send out praise letters each term. They are to reward consistent hard work, attendance and good behaviour. Reward postcards phone calls and or letters are to be sent out by all subject teachers at the end of each half term, to reward exceptional pupils who try hard or achieve in their subjects.

AFTER SCHOOL DETENTION PROCEDURE

After school detention issued by subject teachers is the responsibility of the department to administer

The choice of night will be the decision of the department with a suggestion that all department members take part on a rota basis.

PARENTS MUST BE GIVEN 24 HOURS NOTICE. It is good practice to send copies of the letter in the post as some pupils will not pass them to parents.

DEALING WITH TROUBLED PUPILS

IEP's, IBP's and communication from pastoral staff will make teachers are aware of 'troubled' and at risk pupils and use various strategies to support them in the classroom.

For some pupils the Behaviour Management Policy will not work, ie. 'Troubled Children'

1. We must identify in all years pupils considered to be troubled / at risk. These pupils may well have been excluded already or been through tough times of late. These pupils will be on our **vulnerable list**.
2. All staff need to make sure they are aware of all pupils that they teach or are involved with who are on the SEN Register. Differentiation and alternative strategies need to be used to to engage them in work and keep them motivated.
3. The Pastoral team works with many different external agencies links to individually support different pupils needs.

A Stepped Approach

If a pupil does not respond to the Behaviour Management Policy eg

- 1 A pupil that displays disruptive behaviour in many lessons
- 2 Pupil is constantly referred to HoDs or pastoral staff
- 3 Non attendance at school detentions / poor behaviour in detentions
- 4 Constant lateness to lessons / school

The following action should be taken

- 1 Parent/carers invited into school. Made aware of the situation. Shown evidence
- 2 Parents/carers meet with ALENCO/Pastoral staff. Pupil given a Behaviour Support Plan. Targets set, review date set.
- 3 Pupil placed on SEN Register, if felt appropriate, with further involvement form LA inclusion officers and taken to the Impact group meetings. (Outside agencies)

Alternative strategies to be considered.

1. Daily Report (to show number of warnings received)
2. Daily Report with cumulative warnings.
3. Class behaviour Diary.
4. Mentor.
5. Removal from normal timetable/set of lessons.
6. Use of in school supports.
7. Referral to Ed Psych Service.
8. Use out outside agencies
9. Small Targets set, rewards.

If a pupil does not respond :

The following action should be considered

1. Parent/carer again invited into school to discuss issues
2. Pupil placed on next stage of SEN Register.
3. LEA made aware of difficulties we are having with this pupil. At risk of being excluded. Case conference.
4. Pupil given a final written warning that unless behaviour improves then exclusion may occur.
5. Pupils raised to impact group
6. Continue to use sanctions, rewards and strategies to try to modify behaviour.

If pupil does not respond then exclusions will be put in place, firstly with the inclusion room and then possibly a fixed term exclusion. The school is actively seeking to make education as inclusive as possible and exclude pupils as a last resort.