

# **Behaviour and Sanctions Policy** **2018 - 2019**

## **Behaviour Principles**

At Jus'T'Learn we aim to instill in the students a sense of right and wrong. For the social development of the students, it is essential that they learn to work in harmony with one another, have respect for one another, of or their teachers and the environment in which they work in. Jus'T'Learn recognises the importance of positive and effective behaviour management strategies in promoting students' welfare, learning and enjoyment.

All the members of staff encourage good/positive Behaviour, manners and morals by setting a good example themselves. We reward good Behaviour through praising students by using a reward system. Inappropriate Behaviour, such as fighting, swearing, being rude, damaging school property will not be tolerated, the students will be told why their behavior is unacceptable. Any sanctions applied, such as isolation or detention, will depend upon the severity of the incident or Behaviour issue.

## **Code of Conduct:**

- 1. To use appropriate language and behaviour at all times.**
- 2. Be polite and respect others.**
- 3. Be ready to work and be at your assigned place/classroom at the correct time.**
- 4. Keep your belongings to yourself and respect the belongings of others.**
- 5. Make sure not to use any electrical devices during lessons (e.g. Mobile Phones / iPod / etc.) These must be handed in when students come into school in the morning and will be given back at the end of the day.**
- 6. To follow instructions and basic rules/regulations.**
- 7. To do all homework on time & give it in on time.**

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## **Behaviour Management Strategies**

### **Group contingency plan:**

Managing behaviour in the classroom. Each classroom has been set up with a group contingency plan. Each class in September will come up with a set of rules to follow through the academic year - (how they will treat each other?, how they will treat staff (adults) and how they will treat the school building and resources?) As a group, once they have written out the rules they will follow, each student will sign the contract and this will be displayed in the classroom as a visual reminder. From this they will earn friendship chains - if they show they are following the rules and making efforts to abide by the contract they will be given friendship chains. Once they have completed the allocated friendship chain they will receive a group treat e.g. going to a theme park, bowling etc. On the other hand if they do not abide by the rules they will lose friendship chains. The whole class has to work together to earn the friendship chains for them to receive the group treat contingency prize.

- Jus'T'Learn team will manage behaviour according to clear, consistent and positive strategies. Parents/carers are encouraged to contribute to these strategies, raising any concerns or suggestions.
- Behaviour management in the school will be structured around the following principles:
- Staff and students will work together to establish a clear set of 'ground rules' governing all behavior in Jus'T'Learn. These will be periodically reviewed so that new students have a say in how the rules of Jus'T'Learn operate.
- Jus'T'Learn Independent School 'ground rules will apply equally to all students and staff.
- Positive Behaviour will be reinforced with praise and encouragement, phone calls home and a postcard acknowledging the positive Behaviour.
- Negative Behaviour will be challenged in a calm but assertive manner. In the first instance, staff will try to re-direct students' energies by offering them alternative and positive options. Staff will be open in stating and explaining non-negotiable issues. Sanctions will be applied accordingly.
- When dealing with negative Behaviour, staff will always communicate in a clear, calm and positive manner.
- Staff will make every effort to set a positive example to students by behaving in a friendly and tolerant manner themselves, promoting an atmosphere where children and adults respect and value one another.
- Staff will avoid shouting at work.

- Staff will facilitate regular and open discussions with students about their Behaviour.
  - This will help them to understand the negative aspects of their behaviour and enable them to have their say and be helped to think through the causes and effects of their actions.
- Staff will work as a team by discussing incidents and resolving to act collectively and consistently.
- Staff will try to discuss concerns with parents/carers at the earliest possible opportunity in an attempt to help identify the causes of negative behaviour and share strategies for dealing with it.
- Students who experience bullying, racism or other unacceptable behaviour will be given the confidence to speak out
- Staff will encourage and facilitate mediation between students to try to resolve conflicts by discussion and negotiation. Restorative Justice will be used to try resolve any serious issues between students.
- Lessons will be varied, well planned and structured, so that students are not easily bored or distracted and can achieve their full potential.
- In cases where there are incidents where a student needs to be physically restrained, members of staff who have undergone the Team – Teach Training Course may use the appropriate techniques to restrain the student to contain the situation.

## **Rewards**

At Jus'T'Learn every student is capable of receiving reward star in the following categories:

- Behaviour
- Attendance
- Punctuality
- Attainment
- Improvement

At the end of each week teachers will decide which students deserve a star in each of the categories. The student with the most stars each week will be displayed on the stars of the week notice.

Every 10 stars are worth a £1 voucher which will be given to each student at the end of the year. However, as easy as it is to achieve the stars; stars can be taken for not following school rules and regulations.

## **Dealing with Negative Behaviour**

- When confronted with negative behaviour, staff will be clear to distinguish between 'Disengaged', 'disruptive' and 'unacceptable' behaviour.
- 'Disengaged' behaviour may indicate that a student is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage a student in lesson.
- 'Disruptive' Behaviour describes a student whose Behaviour prevents other students from learning during lessons. Staff will collectively discuss incidents and agree on the best way to deal with them.
- 'Unacceptable' Behaviour refers to non-negotiable actions and may include discriminatory remarks, physical behaviours or destruction of equipment. Staff will be clear that consequences will follow from such Behaviour, including in the first instance, temporarily removing a student from lesson and taking him/her to isolation to complete work.
- When an incidence of negative behavior occurs, staff will listen to the student or students concerned and hear their reasons for their actions. Staff will then explain to the student or students what was negative about their Behaviour and that such actions have consequences for both themselves and for other people.
- Staff will make every attempt to ensure that students understand what is being said to them. Students will always be given the opportunity to make amends for their behavior and, unless it is judged inappropriate, be able to re-join the activity.

- Staff will not use corporal punishment against students. Only in extreme incidents where staff believe a student is at significant risk of injuring themselves or others will physical interventions be used.
- If a staff member commits any act of violence or abuse towards a student at Jus'T'Learn, serious disciplinary action will be implemented, according to the provisions of the Staff Disciplinary Procedures Policy.

## **Bullying, Racism, Harassment and Equal Opportunities**

Everybody in the Jus'T'Learn Independent School community should feel comfortable about attending/visiting the sites. Instances of bullying, including for example, cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability are not acceptable.

The Jus'T'Learn Independent School community should be vigilant and incidents of this nature should always be recorded, dealt with promptly and followed through.

All members of The Jus'T'Learn Independent School community should feel they can approach staff and report these types of behaviours. Every incident will be dealt with sensitively and recorded. The appropriate agencies will be contacted, including the police if necessary.

Use of Reasonable Force (ref: Safeguarding Policy/DfE Use of Reasonable Force advice for Headteachers, Staff and Governing Bodies 2012)

## **Touching and Holding**

Touch between staff and students can provide encouragement or reassurance. It can signify warmth or friendliness.

These guidelines do not prohibit this form of contact. Staff will use their own judgement to avoid sensitive situations and will encourage students to develop an awareness of appropriate adult/student contact.

## **Physical Restraint**

In law, staff may be justified in using physical intervention only when there is a risk of danger to the student or him or herself, there is a danger to other students or adults or there is danger to property.

We wish, as a school, to use physical intervention on as few occasions as possible. Physical restraint will be reported to parents as soon as possible.

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## **Physical Containment**

In some circumstances where students have no intention of listening to an adult authority, it may reduce the risk of further incidents, if the student can be kept in one place with an adult. Under no circumstances would a student be left locked in a room alone.

To ensure that consistent practice is in place and maintained this policy will be evaluated and reviewed on a regular basis

## **Smoking**

**The London Borough Merton is a no smoking authority. Students are not allowed to smoke anywhere on the Commonsides East Sites and the EAL Provision at Worsfold House. This includes E-Cigarettes.** Students are also not allowed to smoke whilst participating in off-site visits. Any students caught will be given a warning if they are caught for a second time they will receive a two-day fixed term exclusion from school.

## **Jewellery**

Jewellery should be kept to a minimum. Earrings should be studs or small hoops. Large earrings are not acceptable, as they pose a health and safety risk. Should a student persist in wearing unsuitable/unsafe jewellery it will be confiscated and placed into the safe for collection by a family member/guardian.

## **Valuables**

Jus'T'Learn does not encourage valuables to be brought into school. Jus'T'Learn will not accept any responsibility for theft or damage of any valuables brought to the school. Students should **not** expect valuables, coats, bags etc. to be left in the reception office.

## **Uniform Code**

All students who attend Jus'T'Learn are expected to conform to the Jus'T'Learn Independent School Uniform Code.

The Jus'T'Learn uniform is as follows:

- Black Jumper with the Jus'T'Learn Logo.
- Plain black full length trousers, skirt.
- White polo shirt with the Jus'T'Learn Logo.
- Plain black shoes or trainers.

\*Polo shirts and jumpers can be purchased at the school.

Students who choose not to adhere to our uniform code will be sent home to change. It is the responsibility of the Head teacher or her nominated deputy to decide if clothing is unacceptable.

### **Mobile Phones, iPods, MP3 players etc.**

Jus'T'Learn will not accept any responsibility for theft or damage of/to the above equipment. Mobile phones, iPod, iPad, MP3 players etc. are not to be used during lessons. Should a student hide their phones or electronic devices and not hand them in when they arrive in the morning and use any of the above items during a lesson they will be asked to hand the equipment to the member of staff in charge of the lesson. Should the student choose not to comply with this request it will be confiscated and placed in the school safe to be returned at the end of the school day. Parents/Guardians will be notified. Should a student refuse to comply with the above appropriate sanctions will be taken according to Jus'T'Learn's Learning/ behaviour policy.

Should there be persistent abuse of our mobile phone and electrical equipment policy, the student's property will be confiscated for one week and handed to the appropriate inclusion manager who is not sited at school. Parents/Guardians will be notified.

In some circumstances, it may be reasonable for a member of staff to ask a student to reveal a text message, for the purpose of establishing whether cyber bullying has occurred.

### **Confiscation (including retention and disposal) of inappropriate items**

Confiscation (including retention and disposal) of inappropriate items may be necessary in maintaining an environment conducive to learning which safeguards the rights of other students to be educated. This includes items that:

- Pose a threat to the good order for learning such as mobile phone, iPods, MP3 players cigarettes, lighters, matches
- Pose a threat to others e.g. a laser pen being used to distract students and possibly harm other students and staff
- are against school dress code rules such as a refusal to remove inappropriate headwear
- Poses a health and safety threat such as large earrings, large ornate rings etc.
- Any item that can be used as an offensive weapon
- Are counter to the ethos of Jus'T'Learn such as materials which might cause tension between one community and another
- Are illegal for a student to have such as racist or pornographic material
- Most confiscated items will be returned to the student directly or to a family member/guardian. There may be occasions however when items will not be returned to the student and will be disposed of by Jus'T'Learn. For example: an unlawful or hazardous substance; alcohol etc.

## Searching Students

The provision in the Violent Reduction Act 2006, inserted in the Education Act 1996, makes it lawful for designated school staff to search suspected students.

The member of staff searching the student will be the same sex as the student. The only time that a student may be searched by a member of staff who is the opposite sex, is when the member of staff believes that there is a risk that serious harm will be caused to a person if they do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

If the student has **given** consent the designated staff member can search for any item. If the student has **not given** consent they can be still searched for the following:

- Knives or weapons, alcohol, illegal drugs and stolen items
- Tobacco and cigarette papers, fireworks and pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property.

Students may also be asked to turn out their pockets or hand over an item that is causing disruption.

Jus'T'Learn might use its legal power to discipline if the student unreasonably refuses to cooperate.

Searches without consent can only be carried out on the school premises or if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on school trips in England or in training settings.

CCTV footage may be used to make a decision as to whether a search may be conducted.

Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

## **Screening Students**

Students may be asked to undergo screening by a walk through or hand held metal detector even if they do not suspect them of having a weapon without consent. Any member of school staff can screen students.

If a student refuses to be screened, the school may refuse to have the student on the premises. Health and safety legislation requires the school to be managed in a way which does not expose students or staff to risks to their health and safety and this would include making reasonable rules as a condition of admittance.

## **Deliberate Damage (Including graffiti on walls or furniture)**

Where deliberate damage has been caused to the building or its Furniture and affects an estimate of the cost will be ascertained. Following this the appropriate cost to repair/replace will be sent to the relevant authority for payment within 14 days. In other circumstances an invoice will be sent by recorded delivery to the parent/guardian for payment within 14 days.

## **Involvement with the Police**

Any student causing damage to Jus'T'Learn property will be considered to be causing criminal damage and may be reported to the Police. Police involvement will also be considered if a student assaults a member of staff or another student or if it is felt necessary to search a student for e.g. illegal drugs, stolen property etc.

Any deliberate damage to property will be treated as criminal damage. This could result in the student(s) being charged with Criminal Damage. Any student involved could also be asked to meet with Jus'T'Learn's Management Team and explain their actions. The consequences of this could be that their education at Jus'T'Learn is terminated.

## **Exclusion**

As a last resort the school will consider the appropriateness of excluding a learner. However, all other options will have been considered before this ultimate sanction is considered. Our consideration will include; (this list is not exhaustive)

- Discussions with Parents
- Discussions with Authorities
- Discussions with Learners and their teacher

## **Exclusion Process**

Due to unreasonable behaviour, the student's timetable will be suspended for a designated period of time and work will be set for the student to complete at home. The completed work should be brought back to the school on the specified date. During this time further investigation of the misdemeanor will take place.

Before the student can come back to the school, there will be a meeting held with the appropriate inclusion manager from the referring unit as well as the learner's parent. Only when a second code of conduct has been signed by the student may the student return to school.

If unacceptable behaviour continues to persist, the learner will be given a final written warning and shown the code of conduct that was signed by them. As a final result, the learner may be permanently excluded with a written exclusion letter and incident report given to the inclusion manager of the referring unit.

## **Monitoring**

To ensure that consistent practice is in place and maintained this policy will be evaluated and reviewed on a regular basis

**Date compiled: 01/04/2013      Review date: 01/04/2014 – No amendments made**

**Review Date: 01/04/2015**

**Reviewed and updated on: 21/01/2017 – Amendments made to words, locations and the change of phone number.**

**Reviewed and updated on: 11/09/17 – Amendments made to words.**

**Review Date: July 2018 – Amendments made: academic year date; amendment to the use of mobile phone and electrical device - addition of: If a student hides their mobile phone or electrical devices on them and does not hand them in when they arrive at school and they use these in the lesson, they will be asked to hand them to the staff member in charge of the lesson. Refusal to do so will result in confiscation of such items. Amendment made to: Deliberate Damage – addition of (Including graffiti on walls and furniture). Introduction of Group contingency plan.**

**Next Review Date: July 2019**