



**The Thomas Aveling School**  
An Academy for Success

# Behaviour Policy

APPROVED: MAY 2018

REVIEW DATE: MAY 2021

## The School Discipline Policy

1. The governing body are responsible for setting the school's discipline policy (the policy). This is their written statement of general principles which takes into account the needs of all pupils, including any with special educational needs.
2. The policy takes account of guidance from the Department for Education. It aims to make clear the boundaries of what is acceptable, the rewards and sanctions that will be applied, and arrangements for its consistent and fair application. The policy is consistent with the school's policies on racist incidents, bullying, attendance and equality.
3. The governing body has a general duty to ensure that school policies promote good behaviour and discipline among pupils. The headteacher is responsible for promoting good behaviour and drafting the school's written policy making clear the school's rules.
4. The policy supports the stated aims of the school: To support student learning by:-
  - encouraging excellence and raising aspirations so that all students experience and celebrate personal achievement in all aspects of school life;
  - promoting in our students self-discipline, self-esteem and an enjoyment of learning in a well-ordered environment;
  - being a caring community, sensitive to the welfare and development its students and staff;
  - actively promoting equal opportunities for all and helping students to develop awareness, respect and tolerance for the religious, cultural and moral values of others;
  - developing the school as an integral part of the community and emphasising the partnership between school and family;
  - equipping our students with the knowledge and skills necessary to participate effectively in a rapidly changing world.
5. The school, through its academic and pastoral work, promotes respect for others, intolerance of bullying or harassment, the importance of self-discipline and the difference between right and wrong. The boundaries are made clear for pupils through the school rules, published each year and taught through tutorial and personal and social education lessons. Standards are reinforced through house and school assemblies.
6. The school promotes consistency of rewards and sanctions through the published guidance to staff in the handbook. Rewards include the appropriate use of praise, merits, postcards home, certificates, and 'homework heroes.' Sanctions for unacceptable conduct include verbal warnings, removal to 'cool down', loss of privileges, lunchtime community service/detention or after school detentions, internal isolation in the Inclusion Zone, an External Inclusion (attending another school's Inclusion room) or exclusion.

7. The school monitors discipline and behaviour through its self review framework of activities and reports to the Student Welfare Committee of the Governing Body. All exclusions and racist incidents are reported to the Local Authority as required.
8. Pupils who are at risk of disaffection as identified through self review receive support through the work of the school's pastoral and academic teams including the SENCO to reduce the risk of exclusion. These strategies include advice and guidance, referral to external agencies including behaviour management and Connexions, peer mentoring, referral to the in-house Horizon programme, small group interventions, personalised timetables including alternative curriculum and work related learning, attendance at a pupil referral unit, and as a last resort managed transfers to other schools.
9. The school may use detention as a sanction as a response to poor behaviour. The school will safeguard children's and parents' legitimate rights by making detention reasonable and proportionate to the offence. The school will take into account a child's age, special educational needs, religious requirements and whether a parent can reasonably arrange for a child to get home from school. In cases of dispute or doubt the headteacher will make this judgement. In most cases, parents will be provided with 24 hours written notice and this may be via 'pupil post.'
10. A parent who is unhappy with the school's use of detention or any other aspect of the implementation of this policy may complain to the head teacher using the school's complaints procedure.
11. The school may use fixed term or permanent exclusion as a response to poor behaviour taking into account the most recent DfE advice. Only the headteacher can exclude and in his absence the deputy headteacher. The decision to exclude will be taken in response to a serious breach of the school's discipline and behaviour policies and if allowing the pupil to remain in school would seriously harm the welfare of the pupil or others in the school.
12. In determining the number of school days in a school term in relation to exclusion, a school term represents 3 per year, ie Autumn, Spring & Summer. Specific dates will be published on the school website.
13. The Headteacher may use exclusion as a response to persistent misconduct (smoking or leaving the school site) for example.
14. In cases where a child is excluded from school or where an External Inclusion is given, regardless of the length of the exclusion or External Inclusion, they will not be allowed to participate in school trips or visits for a minimum period of 14 weeks following the exclusion.
15. The headteacher may permanently exclude a pupil for:
  - Serious or actual threatened violence against another pupil or member of staff
  - Sexual abuse or assault
  - Supplying an illegal drug or alcohol. Supplying may be for profit or sharing without profit with other pupils.
  - Persistent and defiant misbehaviour including bullying.

16. In making the decision to exclude for drug related offences the head teacher will take into account the DfE guidance on drugs in school; however governors have determined that 'supplying' will result in permanent exclusion.
17. In making the decision to exclude for bringing an offensive weapon to school, eg a knife or other weapon considered capable of causing harm, it is likely that this will result in permanent exclusion, especially if the motivation was to threaten or do harm to others in the school.
18. The school will investigate and use appropriate sanctions for incidents of noncriminal poor behaviour, including bullying, outside of school premises which may pose a threat to other students or the public, or could adversely affect the reputation of the school. For criminal acts of unacceptable behaviour outside of school, the school will co-operate with any police investigation undertaken.
19. Staff may only use physical intervention as a last resort and understand that physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures. Physical intervention would normally only be used in circumstances where a member of staff considered it the only course of action to protect either themselves, the student, or other members of the school community from possible harm or injury.
20. Individual circumstances of students, in particular those with designated SEN/AEN requirements, may influence the implementation of this policy.

## **THE THOMAS AVELING SCHOOL**

### **HOME SCHOOL AGREEMENT**

#### **Parents/Carers**

I will/We shall strive to:

- See that my child goes to school every day, on time and properly equipped.
- Inform the school of any concerns that might affect my child's progress.
- Inform the school immediately if my child is absent.
- Support the school's rules for good behaviour and uniform.
- Support my child in his/her homework.
- Attend Parent/Tutor Days/ Evenings and discussions about my child's progress.
- Read and sign the Academic Planner each week.
- Keep the school informed of any medical conditions or changes of circumstance e.g. Address/Emergency Contact or Telephone phone numbers.

#### **The Student**

As a member of The Thomas Aveling School, I will strive to:

- Attend school every day and arrive on time.
- Bring all the correct books and equipment when required including the Academic Planner.
- Wear the school uniform and be tidy in appearance.
- Do my homework and class-work to the best of my ability.
- Be polite and considerate and behave in an orderly way at all times, including to and from school.
- Keep the school free from graffiti and litter.
- Use my Academic Planner to organise myself.
- Follow the **School Rules** and **The Thomas Aveling Code of Conduct**.

#### **The School**

The Thomas Aveling School will strive to:

- Provide a safe caring environment for your child.
- Encourage your child to achieve his or her full potential as a valued member of The Thomas Aveling School community.
- Provide a balanced relevant curriculum.
- Encourage high standards of work and behaviour.
- Contact you if there are any concerns that affect your child's progress.
- Keep you regularly informed about your child's progress.
- Alert you if your child's attendance falls below 90%.
- Set and mark homework on a regular basis, providing facilities for your child to do homework after school.
- Arrange Parent/Tutor Day/ Evenings during which your child's progress and attainment will be discussed.
- Keep you informed about school activities through regular correspondence and newsletters

NB: A copy of the Home School Agreement will be given to every student/parent/carer on joining the school, signed by all parties, and retained in the student's file.

## The Thomas Aveling School Rules

### To build a caring and cohesive community

- Students must be polite, considerate and understanding of others at all times.
- Students must behave in an orderly manner at all times, including to and from school.
- Students need to observe a 'hands-off' policy - Bullying and fighting are forbidden.

### To prevent Loss

- Media players, electronic games and other valuable items should not be brought into school. If they are brought into school, the school accepts no responsibility for their loss.
- No jewellery may be worn in school except a wristwatch and, if ears are pierced, one pair of discrete earrings (small studs) worn in the lobe only.
- 'Hoodies' or Denim coats may not be worn to school.

### For Health and Safety

- Sandals with open toes and open heels may not be worn to school. Shoes with high heels, boots or platform shoes may not be worn, for safety reasons. Trainers or shoes that look like trainers are not to be worn in school. (Trainers may be worn as part of PE kit).
- Prescribed medicines/tablets must be handed in to Student Services on arrival clearly marked with instructions from parent/carer with a Medication Parental Agreement form.
- It is forbidden to use alcohol or illegal drugs on the school premises and it is also forbidden to bring either item to school.
- Smoking is forbidden on the school site or in the immediate vicinity of the school. Smoking paraphernalia may not be brought onto the school site.
- It is forbidden to bring into school: knives, any type of gun or items that could be considered to be an offensive weapon. It is equally forbidden to use any such item in the vicinity of the school.
- Aerosols, glass bottles, fizzy drinks or high energy drinks are not to be brought into school.
- No make-up should be worn in Years 7 and 8, because of the possible harm to a young skin. In Years 9 to 13, it should be so discreet as to be almost unnoticeable. Coloured nail varnish should not be worn. Long nail extensions should not be worn.
- Visible body piercing is forbidden in school.
- **The school will confiscate, retain or dispose of any items that are banned as outlined in the school rules and as it sees fit. The school will search, without consent, for those, or any other prohibited items. The school will follow Government guidelines in respect of informing the police for certain prohibited items.**

### For the Smooth Running of the School

- Students must always conform to the school uniform and PE kit requirements.
- Extreme haircuts or styles are not allowed.
- Mobile 'phones must be out of sight and turned off throughout the school day, with the exception of break and lunch periods when they may be used outside of the school building. **The school takes no responsibility for their care or loss.**
- Students are strictly forbidden to use mobile 'phones to take video sound or still images without the Headteacher's permission.
- Chewing gum is not to be brought into school.
- Students should only be in the designated areas of the buildings at break and lunch-time.
- Students are to eat in designated areas only.
- No students are allowed to leave the school at lunch or break times unless they have a pass. They must go straight home at the start of the lunch break and then return to school in time for the pm session. The office must be notified by parents if students are to go home to lunch and a lunch pass will be issued.

### To ensure the learning of every student

All students will be expected to fulfil the home learning requirements. Catch up sessions will be a sanction used from time to time where deadlines have not been met or out of lesson learning is not completed. Twenty-four hours' notice will usually be given to parents via the student's Academic Planner. These sessions will usually be completed by 4:15pm.

## **THE THOMAS AVELING SCHOOL CODE OF CONDUCT**

Within our Community, everyone is expected to act with courtesy and consideration to others. Therefore, we should:-

- Work together in class in a courteous and orderly way so that all may learn and enjoy their work
- Move about the school with consideration for others, arriving at lessons punctually with the correct books and equipment
- Remember that wherever we are, the school's reputation depends upon our appearance and conduct

It is expected that everyone will play their part in making our school a place to be proud of, a clean, pleasant and welcoming environment.