

# Behaviour Policy

We develop all pupils in the habits of self-discipline and kindness, through pre-emption, consequences and support.

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## A. Pre-emption strategies

All Year 7 pupils are explicitly taught, and deliberately practise, our silence, entrance, exit and toilet routines and rules in their first week at Michaela. All teachers pre-empt any off-task behaviour in lessons, so that 100% of pupils are on task for every task in every lesson. Teachers insist on one voice in the classroom for instructions, explanations and discussions, and silence for reading, writing and practice. As soon as any *slouching, daydreaming, non-tracking or distracting* occurs, teachers swiftly use these pre-emptive reminders:

1. **Silent non-verbal:** hand signal, eye contact, facial expression, shake head, sharp pause or clicking.
2. **Unnamed:** *'We're tracking. Just waiting for 100%. We need one person ... and 100%.'*
3. **Named:** *'David, we listen so we can learn. Thank you.'*

## B. Consequences for poor behaviour

1. A **demerit** is given as a corrective reminder if a pupil makes a bad choice, breaks a school rule, or for:

1. Minor misbehaviour in corridors or around school (running, wrong side, etc.)
2. Persistently not tracking, not SLANT-ing or not concentrating
3. Sloppy written work in lessons
4. Sloppy uniform (untucked shirts etc.)
5. Anything else that a pupil has previously been reminded about by a teacher.

2. A **detention** is given for 2 demerits in a lesson, or for:

1. Disrupting or interrupting others in lessons (talking or whispering over instructions, explanations, discussions or silent practice)
2. Disobeying a teacher
3. Talking in the corridor
4. No Maths practice
5. No homework
6. Incorrect equipment or uniform (no ruler, pencil case, reading book, no blazer)
7. Lateness to school (up to 4 detentions depending on time of arrival)
8. Note-passing in class
9. Hesitating in handing over confiscated items
10. Eating/drinking non-Michaela food
11. Chewing gum – 2 detentions will be given if chewing gum is found, 3 detentions will be given if the pupil does not own up to having chewing gum and then it is found.

**3. On Call** is removal from lessons to complete work independently and serve detention, for 3 demerits within one lesson or for defying a teacher.

**4. Senior detention** is from 1.30pm-3pm for:

1. 3 behaviour detentions (including lessons, corridors, incidents)

**5. Internal Isolation** from 7.45am-5.10pm is for at least 1 day. The number of days spent in Internal Isolation is at the Headmistress' discretion but reasons for being placed in isolation may include:

1. Failing to attend lunch time or after school detention
2. Failing to complete Senior detention
3. Serious misconduct
4. Severe refusal to follow instructions
5. Arriving to school in incorrect uniform or with an inappropriate hair style
6. Major corridor misbehaviour (e.g. pushing, tripping, shouting, kicking)
7. Discrimination or prejudice towards another pupil
8. Major incident, or damaging the School's reputation
9. Possession of forbidden items
10. Kissing teeth or tutting at a teacher
11. Disrespectful behaviour towards a member of staff
12. Play fighting
13. Absconding from after school detention (II extended to 6.00pm)
14. Receiving 6 or more detentions in one day
15. Multiple oncalls in one day
16. Failing to attend compulsory homework club
17. Extremely bad reactions
18. Swearing- verbal or in writing

Pupils who go in to isolation after 1pm will complete a full day of isolation the following day.

Pupils who are added to isolation for uniform or haircuts finish the school day at 3.15pm.

**For more information, see section D.**

**6. External Exclusion** is at the discretion of the Headmistress and can include but is not limited to the following:

1. Breach of school rules

2. Persistent disruptive behaviour
3. Persistent attitudes or behaviour which are inconsistent with the ethos of the school
4. Extreme defiance
5. Extreme rudeness
6. Theft, blackmail, physical violence, threatening behaviour, drug abuse, alcohol abuse, smoking, intimidation, racism; bullying, including cyber bullying
7. Misconduct of a sexual nature, including sexting; supply and possession of pornography or indecent images
8. Inappropriate use of social media and/or technology, including serious cases of bullying
9. Damage to property, vandalism, graffiti
10. Use of discriminatory language
11. Cheating, including plagiarism
12. Sexual harassment
13. Sexist, Racist or Homophobic abuse

**7. Fixed Term Exclusion** is for:

1. Persistent disruption and disrespect
2. Serious violation of school rules

**8. Governors' Hearing & Permanent Exclusion** is for:

1. Persistent refusal to follow school rules of school rules
2. Persistent disruptive behaviour
3. Persistent attitudes or behaviour which are inconsistent with the ethos of the school
4. Extreme defiance
5. Extreme rudeness
6. Possession or use of weapons
7. Malicious accusations against a member of staff
8. Supply, possession or use of certain drugs and solvents or their paraphernalia or substances intended to resemble them and alcohol and tobacco
9. Other serious misconduct toward a member of the school community or which brings the school into disrepute (single or repeated episodes), on or off the school premises
10. Gang affiliation

Exclusion can also be used where one of the following is evident:

1. Parental breach of contract with the school
2. Parents causing serious or repeated nuisance on the school premises, acting aggressively towards staff (including via social media or electronic communication) or bringing the school into disrepute
3. Serious disagreement (on the part of the parents or the pupil) with, or contravention of, the school's policies on social inclusion, diversity or equality

## **C. Support given to pupils**

A variety of support is given to pupils who are routinely receiving demerits or detentions as a consequence of their behaviour falling short of the community's standards:

1. Misbehaving pupils are given reflection letters to write.
2. Pupils will have restorative conversations with the teachers who gave them the

consequence.

3. Pupils may be given self-control mentoring.
4. Persistently disruptive pupils are positioned in every subject at the back of the room on an individual table to reduce the temptation to misbehave.
5. Pupils who persistently fail to complete their homework are supported with compulsory Maths club, reading club and homework club after-school.
6. Persistently late pupils have phone calls and letters home from the Head of Year and Senior Team.

## **D. Internal isolation**

Internal isolation starts at 7.45am and ends at 5.10pm. If pupils are late, they make up the time after school until 6:00pm, with 3 minutes for every minute they are late. Pupils are provided with a workbook covering all subjects and read during this time in the referral centre. Pupils are provided with a packed lunch. In order for a pupil to return to lessons, a reintegration meeting must take place with a member of Senior Team or Head of Year and the pupil's parent.

The pupil will remain in isolation until that reintegration meeting is scheduled.

## **E. Confiscations**

### **1. Mobiles**

#### **Reasons for confiscation**

1. A pupil's phone is seen or heard on the school site.
2. A pupil is found to be carrying more than one mobile phone (in this case, all of the phones are confiscated).
3. A pupil's phone is found to be turned on while on the school site.

#### **Time period**

- Confiscated phones will be returned at the end of the half-term.
- However, if an item is confiscated in either of the last two weeks of the half-term, it will not be returned until the last day of the *following* half-term.

N.B. An item confiscated in the last two weeks of the second summer half-term will not be returned until the autumn half-term holiday – a confiscation period of around 16 weeks.

#### **Further consequences**

- If a pupil hesitates in handing over a confiscated item, they will receive a detention.
- If they refuse to hand it over or if they pretend it was not theirs, the item is confiscated until the end of the following half-term.

Some families like their children to ring home to confirm that they have arrived at school. Please be assured that if a child does not turn up for school the school will contact the family directly within an hour of the morning register being taken. This reduces the need for pupils to carry phones.

### **2. Clothing and other accessories**

Tutors check uniform in morning registration, and teachers check ties and shirts on exit from lunch. If a pupil has no tie, they are sent to the office to borrow one and a detention is logged. If a pupil has incorrect shoes, shirt, trousers or blazer, they are sent to the office to call parents. The pupil will be placed in II until someone is able to bring in the correct uniform.

Non-essential items of clothing and other accessories that are not acceptable according to the uniform and appearance, such as coats, can be confiscated by teachers and will be returned to parents if they come to school to pick it up.

## F. Contraband

There are number of items that are not allowed in school. Food, drink and particularly chewing gum is expressly forbidden. When pupils start the School, they are told which items are permitted and which are not. The table below is a list of these items, with the consequence that pupils can expect if they are in breach of the rules.

In order to encourage honesty, the consequence for bringing any contraband items into school is always lessened if pupils own up before a search takes place.

<b>Items allowed on person</b>	
Hand sanitizer and tissues	
Vaseline (blue, green and brown) or Carmex	
Medication	
Phones (switched off)	
Money/Oyster	
Moisturiser	
<b>Items ONLY allowed in bag</b>	<b>Sanction (if found on the person)</b>
Combs	One detention if they own up. Two if they don't.
Deodorant/fragrance	As above
Mirrors	As above
<b>Items not allowed on bag OR person</b>	
Any food/snacks OR wrappers of food/snacks.	One detention if they own up. Two if they don't.
Chewing gum	<b>TWO</b> detentions if they own up, <b>THREE</b> if they don't
Cosmetics (included flavoured/scented lip-balms)	One detention if they own up. Two if they don't.

## G. Sport Kit

On sports days, pupils should attend in sports kit. Details of sport kit are listed on our website. If a pupil fails to attend school wearing their kit on this day, they are given a senior detention. This detention takes places between 2pm – 3.15pm on the same day.

## H. Policy on bag and pockets checks

In order to deter pupils from bringing contraband items onto the school site, it is occasionally necessary to undertake bag and pocket checks. Where this happens, the pupil is first asked whether they have anything on their person that they

should not have and given an opportunity to tell a teacher if they have any contraband items on their possession. After this, pupils are asked to remove their blazers and both blazer pockets and bags are searched.

In rare and extreme circumstances, usually when the School has received information that a pupil may have brought an offensive weapon to School, such as a knife, members of staff may undertake a search using a metal detector. In this instance, a search is undertaken by at least two members of staff of the same gender as the pupil, one of whom will use the metal detector to search for metallic items on the pupil.

## **I. Discretion**

No behaviour policy can cover all eventualities. The Headmistress reserves the right to use discretion to help Michaela pupils make better choices and learn the right lessons.

### **Approval by Governing Body and Review Date**

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting

Signed: \_\_\_\_\_



Chair of the Governing Body

C. Amadi

Date approved: 28th September 2018

Date for review: 1st September 2019

