

# The Cowplain School

**Work hard. Enjoy learning. Achieve highly.**

## Behaviour Policy

Adopted: Summer 2020

Review date: Summer 2021

### **Addendum – Behaviour Expectations in the light of the Covid- 19 Coronavirus**

Due to the Covid- 19 Coronavirus pandemic this Policy Addendum has been included. School expectations, and any incidents of inappropriate behaviour, will be considered in the light of the current situation. The Cowplain School will follow Department for Education (DfE) guidance and social distancing will be adhered to. The highest expectations for behaviour, conduct and consideration for the health and welfare of others will be communicated with students and rigorously maintained. Students have experienced considerable disruption to their education, some may have experienced the trauma of ill health and bereavement within their family or friendship circles, and staff will be working to ensure a safe, positive and orderly learning environment to ensure success for all. Every effort will be made to encourage, reward and recognise good learning, behaviour and conduct.

The school therefore will take strong action, up to and including permanent exclusion, for any student who:

- Wilfully damages any equipment designed to keep children and adults safe i.e. hand washing equipment, hand sanitizers or any other health and safety equipment
- Uses the Covid-19 crisis to potentially bully, harm or intimidate another student or adult by coughing intentionally, spitting etc. in their vicinity
- Fails to respond to directions and instructions from staff, both inside class rooms and on corridors and in playgrounds, or ignores signs or indicators designed to keep everyone safe e.g. safe distance markers, one-way direction signs
- Disrupts the safe and smooth running of the day, and potentially compromises social distancing, by unnecessarily setting off a fire alarm or through tampering with any other safety device, for example, a fire extinguisher.

- By actions such as smoking or vaping, for example in toilets, discourages other students from washing their hands properly
- Negatively impacts the learning of others by not upholding the school values and following the school rules.
- Engages in any other behaviour(s) not limited to that above that, in the view of the Headteacher, negatively compromises the safety and wellbeing of students and/or staff and/or disrupts the learning of students.

Physical intervention will not be used unless absolutely unavoidable, due to the danger to the health and welfare of staff. The Police will be called if a situation is out of the reasonable acceptance and abilities of staff to manage. This is to protect young people, staff and the public, following the rules made by the UK Government.

## **Section 4**

### **4.1 Standard Operating Procedures for all staff**

It is the responsibility of every member of staff to be prepared to challenge students in relation to punctuality, uniform and behaviour.

This document gives specific guidance to support this Policy. The key to success is consistency. Students need to experience consistency in the application of this policy otherwise they will set their own standards in terms of ethos both inside and outside the classroom.

### **4.2 Classroom Routines**

To succeed in lessons all students need to follow these Classroom Routines

When entering a classroom students must:

- Cleanse their hands with sanitiser
- Use the “catch it, bin it, kill it” approach to personal hygiene, coughing, sneezing etc.
- sit down in their seat or where the teacher tells them to sit. This will always be the same seat within their designated classroom
- not leave their seat without permission
- take out their exercise book and a pen and any other equipment needed for the lesson
- provide their own stationery – pens and other equipment will not be lent out or shared
- remove their bag and coat and put them in the correct place (close to their own work space)
- write down the Big question and the date
- tackle the Do Now task
- sit quietly and be ready to listen while the teacher starts the lesson.

During the course of the lesson students have the responsibility to follow the instructions of the teacher at all times.

At the end of the lesson it is the responsibility of students to ensure they:

- pack away all equipment – do not leave any equipment or waste in their work space
- make sure they have tidied up around their seat

- leave the room only when the teacher tells them to
- use hand sanitiser as they leave
- move sensibly and quickly to their next lesson if required to

### **4.3 Lesson management**

#### **Rationale**

Consistent routines and expectations are the key to creating a purposeful learning environment:

- the names of all students should be known and used by the teacher
- punctuality is essential for students. Lack of student punctuality must be recorded as a warning and the student's name written on the board.
- students will sit according to a seating plan. The plan should ensure students sit where they can learn best.
- lessons must be well planned and structured in order to ensure good behaviour
- learning objectives and/or the "big question" will be made clear to students at the start of the lesson.
- The Cowplain School values will be reinforced through consistent praise and use of the rewards system.
- For students who are off task or disrupting their own learning or the learning of others, one warning will be given, and the student's name written on the board, before a student is sent to the Learning Room for five lessons
- the School Rules (Appendix 1) should be clearly displayed and Values and Rewards (Appendix 2) should be referenced during the lesson
- students with SEN should be known to the teacher and their needs planned into the lesson
- the SIMS behaviour system must be completed for any Learning Room sends, or serious incidents in class or at break times as a record of any poor behaviour and as a method of providing information to parents

See also <sup>(6)</sup>

### **4.4 Achievement**

- staff must use data on achievement (including SIMS Marksheets with baseline data, progress and assessment data, ATL and ATH scores, IEPs etc...) to be aware of a student's ability and potential. A SIMS Marksheet should be printed at the start of the year and be updated regularly. It should be available to any observer of a lesson and used to ensure lessons are differentiated accordingly.
- staff should have high expectations for all students at all times and recognise that all students are capable of achievement or under achievement.

### **4.5 Dress Code**

- all students are expected to wear school uniform as detailed on the school website.
- staff are expected to dress in a smart and professional manner at all times.

### **4.6 Technology**

Mobile phones, may be brought to school but must be switched off in and placed in the student's bag from 8.30 a.m. until 2.30 p.m., unless directed by the teacher e.g. to take pictures of a project, access a web-site etc. Parents and students should use the school phone system and procedures to contact each other

Electronic devices, such as MP3 players (including iPods) etc... should ideally not be brought to school. If such a device is brought to school it should be kept away from view

and used only before and after school, or if directed by a teacher to enhance learning. Headphones and ear pieces are not to be worn at any time during the school day.

It is up to a teacher to decide what technology is appropriate for students to use to enhance their learning during a lesson

Should a student use a mobile phone during a lesson they will be sanctioned with a warning as per the procedure outlined Section 3.8. Subsequent use of the mobile phone or device will result in being sent to the Learning Room and confiscation of the device.

Use of a mobile phone, other electronic device or head/ear phones at break times will result in a tick on the student's First Impression Card (see Section 4.7). Continual breaking of this rule at break time will result in Internal Supervision (see Section 3.8.2) and confiscation of the device.

Pastoral staff will work with students and parents to ensure that repeat offenders hand their devices in for secure keeping at the start of the school day, and collect them at the end of the day, should there be ongoing issues. The Headteacher, however, reserves the right to ban students from bringing their mobile devices into school or insist that the phone is handed into Reception or to himself or another member of staff should the sanctions previously outlined not be effective in dealing with the issue. Should this be necessary, the decision of the Headteacher is final.

#### **4.7 Behaviour standards outside lessons**

Students carry, at all times, a First Impression Card to remind them of expectations of behaviour and appearance standards whilst at school. These cards are re-issued on a half termly basis and students aim to maintain a "clean" card. Should they achieve this their cards are entered into a draw for a potential reward at half termly celebration assemblies.

If students do not meet expectations staff add a tick and their signature to the card.

All staff are responsible for maintaining order outside classrooms and have a duty to be vigilant and challenge unacceptable and inappropriate behaviour around the school in order to maintain high standards and a learning ethos. Such behaviour must never be ignored. For example:

- swearing
- wearing incomplete or untidy uniform
- over boisterous behaviour in the playgrounds or areas outside school
- eating/drinking, running or pushing
- walking on the wrong side of corridors
- entering out of bounds areas or other Learning Communities
- fighting or physical assaults by one student on another
- forming of gangs or large groups causing anti-social behaviour (in or out of school) and/or breaking the school rules.
- exhibiting behaviours or using language associated with gang culture
- all suspected cases of bullying or homophobic, racist or other offensive taunting must not be ignored and must be reported in writing to the Pastoral Team for sanctioning using the sanctions listed above

##### **4.7.1 Action**

- calming word or reprimand may be enough

- always explain the responsibility students have to maintain high standards and explain the consequences of poor behaviour to a student, for example running in a corridor could lead to injury.
- in the case of more serious incidents send for support from senior staff and intervene appropriately.
- in all cases teachers should and students should support each other when dealing with incidents of unacceptable behaviour outside of lessons.

## The Cowplain School Rules

All students have the right to achieve their personal best, in an environment where mutual respect is evident, and where all students recognise their responsibility for the welfare of others.

It is therefore our expectation that every student:

1. Respects the rights of teachers to teach and students to learn, not disrupting the learning of other students in any way.
2. Shows a positive attitude by ensuring work is completed to a high standard and is handed in on time.
3. Is polite to members of staff and follows their instructions without argument.
4. Is punctual to lessons and has the correct equipment.
5. Does not engage in any form of bullying or intimidation, and reports this behaviour to a member of staff.
6. Wears the correct school uniform at all times.
7. Leaves lessons only with written permission from a teacher.
8. Behaves safely and sensibly when moving around the school site and at break times.
9. Does not bring in anything unsafe which might cause harm to another person.
10. Does not smoke or vape on the way to or from school, or on the school site, or interfere with fire safety equipment.
11. Does not use a mobile phone or other electronic entertainment device on the school site during school hours.
12. Treats all school visitors and members of the local community with respect and courtesy.
13. Represents the school appropriately whilst on school trips or in public.
14. Cooperates fully with members of staff by telling the truth.
15. Respects school sanctions imposed as a result of breaking a school rule.

**THE COWPLAIN SCHOOL  
VALUES AND REWARDS 2020-21**

Cowplain operates a values-based and Rewards approach to student behaviour, which is based on the Rights and Responsibilities of the Child and is about encouraging our students to take more responsibility for their learning, their environment and others around them. It is based on positivity with clear rewards and sanctions that students take responsibility for, rather than being imposed on them.

### **Student Behaviour - Expectations**

Teachers set their expectations with students at the beginning of the school year, and remind students of them and the key values frequently. Students are encouraged to exceed these expectations throughout their lessons in order to learn to the best of their ability and to support the learning of others.

### **Rewards**

There are many ways in which a teacher can recognise and celebrate a student's hard work and effort. Verbal praise and recognition is often quick and effective and can be useful in building relationships with the students. Other effective methods include phone calls home, post cards home, praise texts home and awarding praise points.

Praise texts have been extremely well received by both parents and students. They serve as a quick and very effective positive communication between school and home. Praise texts often work well as rewards for longer term improvements in work and behaviours.

When a student exceeds the teacher's expectations, the teacher also has the ability to reward students using a system of praise points. Three reward points can be given per lesson for work, attitude or conduct.

Procedure:

1. Points should be logged onto PARS as they are issued and hard work and effort in lessons should be recognised and celebrated.
2. Supply teachers should use the sheet provided in their pack to log reward points and should hand it to the Head of Department at the end of the lesson for action.

There will be opportunities to use the praise system to nominate students for prize draws throughout the year. Further details will be provided before the nomination period is open.

### **Values**

Values are principles that guide our thinking and behaviour. Here at Cowplain, we want to promote a core set of values with all students and staff. Values-based education is an approach to teaching that works with values. This positive learning environment is achieved through the values being modelled by staff throughout the school. It creates a strong learning environment that enhances academic attainment, and develops students' social and relationship skills that last throughout their lives. The key values promoted at The Cowplain School are grit; mindfulness; gratitude; self-control; curiosity; optimism; kindness and self-assurance. These are embedded throughout the school every day in lessons, conversations and general school life.

## Appendix 3 – Positive Behaviour Guidance

<http://www.cowplainschool.co.uk/media/1414/positive-behaviour-guidance.pdf>