



NESTON HIGH SCHOOL

Behaviour and Discipline Policy

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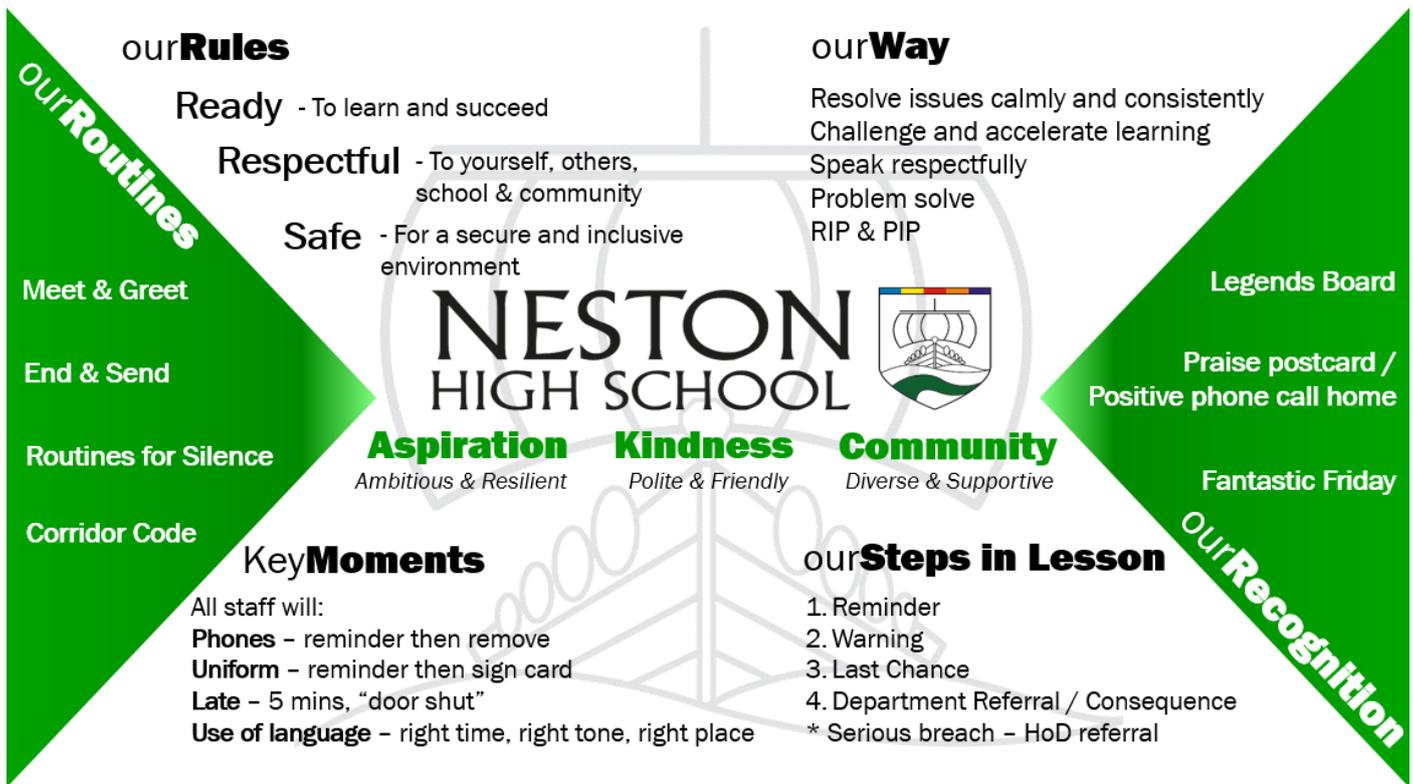
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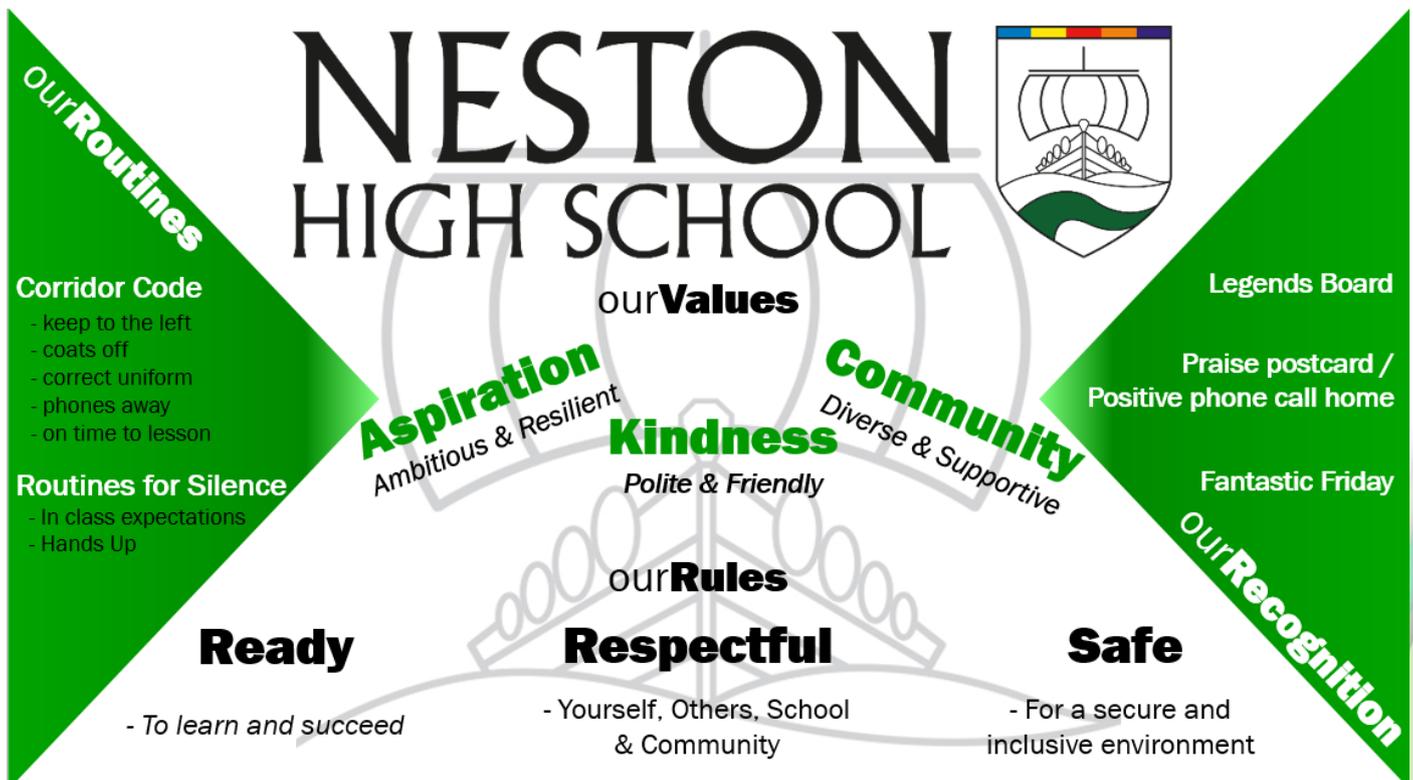


1. Behaviour Blueprints

1.1. Staff version



1.2. Student Version



2. Guiding Principles

We all have the right to feel safe, happy, and respected at Neston High School. This statement applies to every member of our school community – students, teachers, support staff, parents, Board members and all visitors to our school. To ensure our success as a place of learning is our belief that teachers have the right to teach, and students have the right to learn.

Being clear in our expectations of each other and agreeing about each of our responsibilities, is a vital starting point.

Through our rules of Ready, Respectful, Safe, staff have access to a philosophy and accompanying vocabulary to support challenging behaviour, in a positive way, so that all can flourish. Positive strategies should be used whenever possible to promote good behaviour. Praise and recognition for achievements in all areas of school life is at the heart of our practice. Positive strategies enable students to develop good learning habits; build self-esteem; promote consideration for others and thereby create a harmonious environment in which learning flourishes.

We challenge students to be the best they can be and will never compromise on our exacting standards. We believe that good behaviour is essential to support high quality learning and teaching. Parents and our wider community have an expectation that school will teach good behaviour and instil strong discipline. We seek to create an ordered, inclusive, and caring learning environment at Neston High School by:

- Promoting and rewarding good behaviour
- Preventing bullying.
- Establishing a positive atmosphere where discipline and good order lead to excellence.
- Involving students, parents, carers, staff and Board members in the creation and implementation of a consistent approach to behaviour.

This policy acknowledges the School's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of students with special educational needs.

3. Aims

- For every student to feel happy, safe, and secure.
- To encourage increasing independence, reflection, and self-discipline so that students learn to accept responsibility for their own behaviour.
- To develop personal growth, acceptance of diversity, tolerance, courtesy, and empathetic awareness of others
- To grow confidence, responsibility, and self-esteem
- To make clear to students what is expected of them.
- To state what is expected from parents and carers
- To provide guidance on consistent use of rewards and sanctions.



4. Responsibilities and Partnership

The Headteacher, staff and Board of Trustees will:

- Make clear the school's statutory power to discipline students.
- Establish and clearly communicate rewards and sanctions that are designed to ensure good order, respect, and discipline.
- Ensure staff receive the necessary professional development and training on behaviour strategies.
- Apply sanctions fairly, consistently, proportionately, and taking account of the needs of vulnerable students, including those with SEND, and offering support, as appropriate.
- Take all reasonable measures to protect the safety and well-being of students and staff, including addressing all forms of bullying.
- Keep parents informed of their child's behaviour (positive and negative) and use appropriate methods of engaging and supporting them in their parental responsibilities.

Parents/ Carers will:

- Support the school's expectations of high standard of behaviour.
- Abide by Neston High School's Behaviour and Discipline Policy and the disciplinary authority of school staff.
- Send their child to school each day punctually, suitably clothed and equipped to learn.
- Attend all relevant meetings concerning their child's attitude and behaviour for learning.
- Ensure their child is not found in a public place during school hours, in the first 5 days of an exclusion and attend the re-admission meeting at the end of a period of fixed term exclusion.

Students will:

- Follow instructions by school staff, abide by the school rules and accept sanctions in an appropriate way.
- Co-operate with arrangements put in place to support their positive behaviour in school.
- Act as ambassadors for the school when in the wider community
- Show respect for their school and the students and staff in the school.
- Always wear the correct uniform
- In class, make it possible for all students to learn.
- Refrain from behaving in a way that brings the school into disrepute, especially when outside school.

5. Our Rules

We have three simple rules at Neston High School – Ready, Respectful, Safe. These rules form part of everyday language within our school community. This language is consistently used by staff to encourage and promote appropriate and positive behaviour in school. We expect all members of the school to act within the rules to ensure our values of Aspiration, Kindness and Community are upheld.

Students are rewarded for upholding and following the school rules. When there are breaches to the school rules, staff will work with a restorative approach to re-emphasise expectations, and with collaborative focus between school, student, and families. Staff will follow a graduated approach to managing behaviour in the classroom (See 'Managing Behaviour: In the classroom') to ensure students are given appropriate opportunity to rectify their own behaviour with staff support. However, when these opportunities are not taken or behaviour meets a defined threshold of seriousness inside or outside of the classroom, school staff will issue behaviour sanctions at an appropriate level.



6. Managing Behaviour

6.1. In the classroom

In general Neston High School has excellent behaviour and relationships are strong. However, in the rare instances that behaviour falls below our expectation, the School uses a graduated approach to dealing with poor behaviour. This uses the concepts of fairness, choice, responsibility, and consequences. Behaviour incidents will be recorded on Arbor, which is the MIS (Management Information System) used at Neston.

At Neston High School adults will aim to:

- Model positive behaviours.
- Meet and greet at the door.
- 'Ready, Respectful, Safe' displayed and taught.
- Reprimand in private, praise in public (when appropriate).
- Deal calmly with disruptive students and use sanction steps, giving 'take up time,' every time.
- Personally, follow up every time and engage in reflective dialogue with students.

Please note, there may be situations when a more direct approach is required.

Our Steps in Lesson

- a. Reminder
- b. Warning
- c. Last Chance
- d. Department Referral / Consequence
- e. Serious breach – Curriculum Leader referral

Please note, this is a flexible set of 'steps' and may not be appropriate in all circumstances.

a. Reminder:

This is linked to our rules and expectations. Students are given 'take up time' to amend the behaviour of concern.

b. Warning:

An official warning is noted down discreetly by the member of staff (NOT NAME ON THE BOARD). Student is made aware that there is an escalation process and now their behaviour has resulted in a formal warning. This is linked to our rules and expectations. Students are given 'take up time' to amend the behaviour of concern.

c. Last Chance:

Student has a private discussion with a teacher outside the classroom or quietly at their seat. The aim is to do this discreetly so the student is aware that any further repeat of concerning behaviour will result in formalised sanction. At this point and any further incidents, behaviour will be logged onto Arbor for future record and analysis.

d. Department referral / consequence:

Depending on behaviour being repeated and other educational factors at the time of incident, a student will either receive a consequence (restorative conversation after class, detention, etc) or a department referral (removed from lesson and placed in another lesson with member of staff – using department removal rota). This will be followed up by the class teacher and/or Curriculum Leader, where appropriate.

e. Serious breach – Curriculum Leader referral:

Behaviour that meets an agreed threshold of seriousness will not be subject to the steps in lesson. These will result in an immediate department referral to protect the safety and learning of all stakeholders.



6.2. During liberty time

Students have designated areas to play ball games dependant on what year group they are in. These areas are the Astroturf, MUGA and 3G Pitch. Ball games are not permitted in any other area. The grass areas are accessible to students between the months of April and October at the discretion of the Senior Leadership Team. Students also have access to the Refectory, outside eating areas and playgrounds for eating and social time. Other areas of school that may be used by students are the Library, Student Services and rooms hosting clubs. These activities are always supervised by members of staff.

Students found playing ball games in non-designated areas will be issued with an initial warning. Further offences will result in the ball being confiscated and persistent offenders will be reported to the Raising Standards Leader for further action. Eating is only permitted in The Refectory or outside zones by the 'Pods.' Chewing gum is not allowed in School. Liberty time is removed when it is warranted for breaches of the school rules.

6.3. Beyond the classroom

Neston High School has an exceptional range of extra-curricular off-site trip and visit activities available throughout a student's time at the School. The students participating in these activities understand that their behaviour during these activities reflects the behaviour and standing of the school in the community. In general, the normal school behaviour expectations stand. There are some specific areas where further guidance is needed.

For residential visits there will be a Parents' Information Evening to provide appropriate guidance.

6.4. Leaving school premises during lunchtime

Students in Years 7-11 are not allowed to leave the premises at lunchtime. In exceptional circumstances parents can request that their child can go home for lunch. In these cases, a pass must be issued by a Raising Standards Leader and a copy sent to the Student Services. The pass then constitutes the written record of the event. Students who are found to have left without permission will be referred to their Raising Standards Leader who will arrange appropriate detention and will inform parents. When a student is noticed as missing, the 'Missing Student' Procedure should be followed.

6.5. Beyond the school gate

The School will use the full range of sanctions available to it to respond to inappropriate behaviour which occurs off the School premises and which is witnessed by a staff member or reported to the School. In addition:

- Students using school transport will follow the school transport code of conduct; where behaviour falls below the School's expectation the student may be removed temporarily or permanently from the school transport service.
- When a student is wearing school uniform or is in some other way identifiable as a student at the School, for example, but not limited to being with other students on the way to or from school; where behaviour falls below the School's expectation the student may be sanctioned using the full range of consequences, including exclusions.
- On any school-organised or school-related activity the normal behaviour expectations and sanctions apply. Where behaviour falls below the School's expectation the student may be returned home (at parental cost).
- The School may sanction any student for misbehaviour at any time, whether the conditions above apply, if the behaviour:
 - Could have repercussions for the orderly running of the School or
 - Poses a threat to another student, member of staff or member of the public or
 - Could adversely affect the reputation of the School or otherwise bring the School into disrepute.



7. Specific Guidance

7.1. Abuse

a. Physical or verbal abuse

Both physical and verbal abuse are unacceptable. Minor cases will be dealt with by appropriate staff within the guidelines of this policy.

Where the assault/abuse is unprovoked, serious, or repeated cases will be referred to the Headteacher and will result in exclusion from the School. Where an innocent party is the victim, his or her parents should be informed about the incident, especially if any injury has been sustained.

b. Abuse of property

Students at Neston High School understand that we have limited resources and appreciate that property should be respected; everyone must treat property of the School or individuals with respect. Students discovered to have damaged School property (including books, materials and displays), either deliberately or through reckless behaviour will be disciplined by the Curriculum or Raising Standards Leader. In addition to any other measures taken, parents will be informed, and students will be asked to make a financial contribution towards the cost of damage or repairs.

Accidental damage should be reported immediately to a member of staff, who will inform the Main School Office to alert the site team, but no further action will be taken. Failure to do so will lead to sanctions within the guidelines of this policy. Serious or repeated cases will be referred to the Headteacher and may result in exclusion from the School. The selling of any item(s) for personal gain is prohibited, except where a Raising Standards Leader has approved the activity, for example, fund raising cake sale.

c. Behaviour designed to upset others or destabilise others in a group.

It is every person's right to be happy at Neston High School and students are the best ambassadors within the School. Occasionally relationships breakdown destabilising groups, often this is not as obvious as abuse of a person or property, but it is potentially damaging. The Personal Development (PD) Programme will support students understanding of these issues. On the rare occasions that relationships break down, it will be dealt with firmly through this behaviour guidance. Serious or repeated cases will be referred to the Headteacher and may result in exclusion from the School.

7.2. Prohibited Items

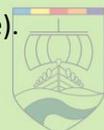
Students are prohibited from carrying the following items on school grounds:

- Illegal substances
- Alcohol
- Tobacco, cigarettes, and cigarette paraphernalia (e.g., papers, lighters, or e-cigarette)
- Knives or weapons of any kind (see Specific Guidance no.3 Weapons)

Any prohibited items found in a student's possession will be confiscated. We will also confiscate any item which is harmful or detrimental to school discipline.

7.3. Weapons

The carrying and use of weapons in School is totally prohibited. The word "weapon" is defined as a tool which is used to apply force for the purpose of causing risk, harm or damage to a person or property. Anyone found to be in possession of a "weapon" or using a "weapon" in a destructive manner on the School site will be referred in the first instance, to a member of the Senior Leadership Team. The procedure which follows will involve contact with parents and potentially the police, during which the student and his or her "weapon" will be kept in isolation and under close supervision. The use of a weapon will result in the student being permanently excluded (even for the first offence).



7.4. Searching, screening and confiscation

The Headteacher has delegated the right to search (including use of a wand) for, screen and confiscate certain prohibited items as named in the latest guidance. The School will follow the latest searching, screening and confiscation government guidance when undertaking any investigation.

7.5. Smoking Situation

A smoking situation refers to any student who is either smoking or in the company of smokers. This also refers to e-cigarettes. The sanction will be the same for all students in the smoking situation.

7.6. Extremist behaviour

Where a student's behaviour raises wider extremist concerns (including aspects of the Government's Prevent Strategy) the School will consider the issue from both a discipline and safeguarding perspective.

7.7. Electronic devices and social media

The use of mobile phones is allowed outside the school buildings. Inside, mobile phones must be on silent and out of sight. The school operates a graduated response to situations where a student's phone is used/ goes off in a lesson:

- **First offence:**
Warning
- **Second offence:**
Confiscated and student collects the mobile telephone from Main Office at the end of the day.
- **Third offence:**
Confiscated and student collects the mobile telephone from Main Office at the end of the week.
- **Fourth offence:**
Confiscated and parent collects the mobile telephone from Main Office at the end of the week.

A student who misuses a device/ remote learning platform to take photographs, communicate or post inappropriate, defamatory, or derogatory material about another person linked with the School at any time (including out of school hours) will be sanctioned by the School using the appropriate guidance. Serious or repeated cases will be referred to the Headteacher and may result in exclusion from the School.

7.8. Remote Learning

Contacting other students using remote learning platforms must only be for school-related issues and relevant to lessons. Inappropriate language and/or behaviour detracting from the learning of the group will not be tolerated. Teachers will have overall control of 'Class Teams', but remote teaching and learning requires self-discipline from students to ensure that learning is enjoyable for all.

During remote learning, students should conduct themselves as they would at school, adhering to our core rules of being Ready, Respectful and Safe. If students do not adhere to the expectations and conduct above for remote learning, teachers will contact parents/carers to deal with unacceptable behaviour, as they would at school.

7.9. Reasonable force

In exceedingly rare instances it may be necessary to use reasonable force to either restrain or control students. All members of staff have the power to use reasonable force. If force is ever used it will be 'reasonable for the circumstances' and may be used to prevent a student causing harm to themselves or others, damaging property or causing disorder. The School will follow the latest government guidance on the use of reasonable force.

7.10. Sixth Form

All aspects of the Behaviour and Discipline Policy apply to Sixth Form students, but unlike lower school students, Sixth Form students are permitted to use their mobile phones in the bistro area and sixth form study zones. The Sixth Form



students are expected to set a good example to the rest of the student body, displaying courtesy to teachers, support staff and other students as well as striving for exacting standards of study and appearance always (please refer to the sixth form dress code on the school website). If individual student behaviour is persistently deemed unacceptable, parents will be invited into the School and if a change in behaviour is not achieved, the student will be permanently excluded.

7.11. Alternative Provision

Students must adhere to the Behaviour standards and expectations of our Alternative providers. Failure to do so would result in the school being contacted and a meeting taking place with lead Alternative Provision staff member, member of SLT, student and parents. The incident would be documented, support put in place and targets set for improvements. Failure to meet the required behaviour standards after this would result in them being removed from the Alternative Provision course.

7.12. Malicious Allegations

Where a student makes an accusation against a member of staff and that accusation is shown to have been malicious, the Headteacher will discipline the student in accordance with this policy.

7.13. Exclusions

a. Internal Exclusion

Internal Exclusion will be used for behaviour or actions that the school deems to be inconsistent with the general standards and behaviour required of students at Neston High School. The student will attend school as normal during which time, the student will be kept out of circulation for the school day(s), using the time to complete work set.

For example:

- Open Defiance
- Repeated disruption to Teaching and Learning
- Damage to the school's reputation
- Persistent poor behaviour choices
- Misuse of the Internet

This is not an exhaustive list.

During an Internal Exclusion, the student will be given the opportunity to complete a Reflection Form that helps them to consider what they may do differently next time. This will be discussed with their Raising Standards Leader (RSL). For persistent unacceptable behaviour there are a series of referrals/ support that can be considered by the Raising Standards Leaders and Student Services Team as a measure to prevent further escalation. These may include:

- Referral to Child and Family Service (CAMHs)
- Use of a Pupil Support Plan (PSP)
- Team Around the Family (TAF)
- Referral to the school nurse
- Referral to the Educational Psychologist
- Referral - Behaviour Pathway (SENDCo)
- Referral to other external support, where appropriate.
- Support from Our Way of Working offer (CWaC)

b. Fixed Term Exclusion

The Headteacher will use Fixed Term exclusion from the School for serious offences. The Headteacher will use these sanctions if there is reasonable belief (Civil Law, Law of Probability) that the incident/event happened. The School will follow the latest exclusion guidance when undertaking any decision to exclude.



Following a period of Fixed Term Exclusion, a re-admission meeting will take place (whenever possible). This will be with the student, their parent/s, the student's Raising Standards Leader, the SLT link for that year group and the SENDCo, if appropriate. The meeting will be used to reflect on the events leading up to the FTE and set agreed behavioural expectations moving forward and before the student re-joins the school community.

During a period of Fixed Term Exclusion, Neston High School will, where appropriate, seek support and external advice to ensure that students are well supported upon their readmission.

Fixed Term Exclusion will be used for the following offences:

- Harm with intent, for example, violence or threatening behaviour towards staff or other students.
- Racism.
- Persistent disruption, defiance or any other behaviour that compromises the students own or others' safety and welfare.
- Verbal abuse directed at staff.
- Actions that the Headteacher deems to be inconsistent with the general standards and behaviour required of students at Neston High School.

This is not an exhaustive list.

c. Permanent Exclusion

Permanent Exclusion will be issued by the Headteacher as a response to a one-off serious breach of the school's behaviour policy, or persistent breaches where all other reasonable steps have been taken to address the student's behaviour and attitude and where allowing the student to remain at the school would seriously harm the education and welfare of others. All circumstances and evidence available will be taken into account and the interests of the student must be balanced against those of the whole school community.

A **serious breach** to the school's behaviour policy would include:

- Violent conduct (verbal or physical) or threatening/intimidating behaviour involving another student or member of staff.
- Serious physical assault.
- Being in possession of an offensive weapon.
- The possession or supply of illegal drugs; concerned with the dealing of drugs or other unauthorised drugs on school premises and on a school visit, including psychoactive substances (known as 'legal highs') or if a student is found to be under the influence of Drugs (For the purpose of this policy, the term 'Drugs' includes alcohol and any other prohibited substances).
- A criminal or serious act which requires investigation.
- A one-off misbehaviour which is so serious that it cannot be dealt with by allowing the student to continue to attend school.
- A series of behavioural problems which culminates in the decision to exclude a student because they are beyond the reasonable control of the school.

This is not an exhaustive list.

As not every eventuality can be foreseen, this is not an exhaustive list and Neston High School reserves the right to exclude for reasons deemed appropriate.

The Governor's Discipline Committee (GDC) must hear all cases of permanent exclusion or fixed term exclusions that exceed 15 days.

7.14. Managed Move

Where the school believes that following several Fixed Term Exclusions, or a one-off incident, it may be in the student's benefit to move to another educational establishment. Neston High School would follow the usual Fair Access procedures.



8. Rewards

Rewards and recognition are at the heart of promoting and encouraging positive behaviour at Neston High School. We do this on a regular basis through a three-step principle of recognition as detailed below:

1. Recognition Points

These are awarded through Arbor MIS by teachers for a wide range of positive behaviours including upholding the school values of Aspiration; Kindness; Community, and following the rules of Ready, Respectful, Safe.

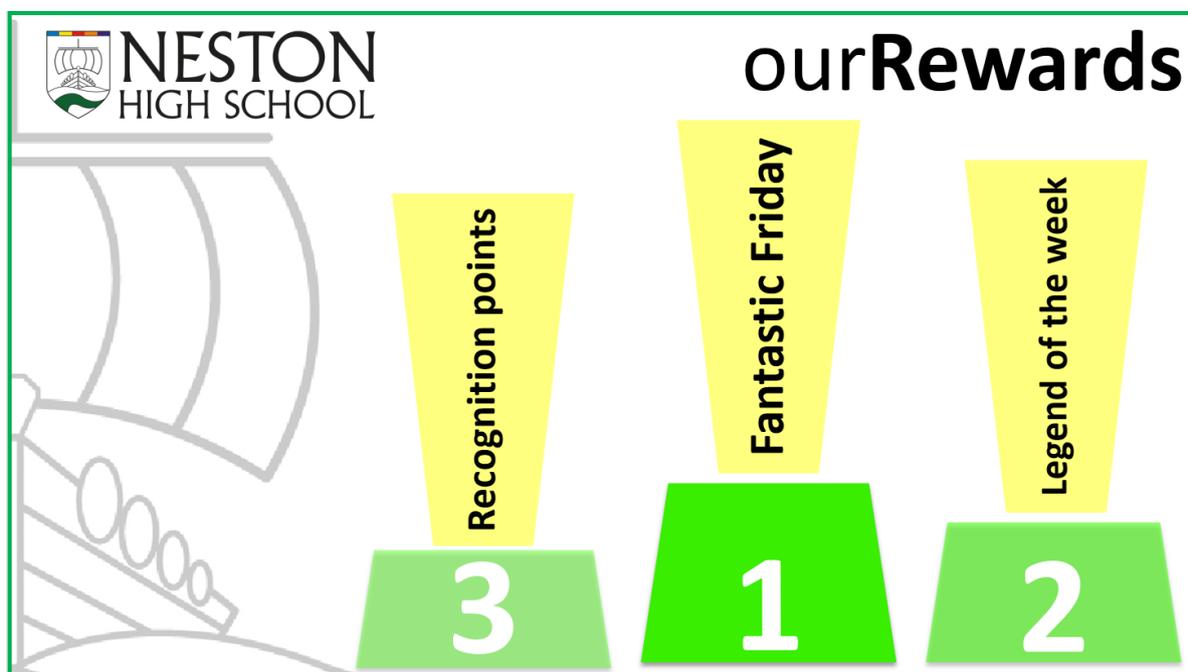
2. Legend of the Week

Students are recognised each week as a 'Legend' in a particular subject or tutor/year group. The awarding member of staff give this award for a student who goes over and above in their attainment, attitude, behaviour and /or effort. This is followed up with the student's name being written on our Legends board in classrooms and an email being sent to parents/carers detailing the reasons for the award.

3. Fantastic Friday

It is important students see that their positive attitude to work and effort is recognised. Students who consistently go beyond to uphold our school values and follow our school rules are nominated for Fantastic Friday. Students nominated receive a break time reward (e.g., hot chocolate) with a member of the Senior Leadership Team for the opportunity to further discuss, praise and reward the students' exceptional behaviour and effort.

Neston High School also reward students throughout the year at different milestones for 100% attendance (for entire year, and each individual half term), or in termly reward assemblies.



9. Conclusion

Our aim is to encourage ambitious standards of behaviour from our students through clear expectation and firm but fair discipline. Through this we can create a happy, safe, and effective learning environment.

In turn we feel that our values at Neston High School will be an important part of preparing our students for adult life beyond School. We want this to happen in a way that is open and non-threatening to our students; in an environment which encourages questioning and individual creativity.

All members of Neston High School, as well as parents and visitors must accept the essence of this policy and the ethos that underpins it. Defiance against this ethos or rejection of the policy makes it impossible for an individual to remain a member of our School community.

This policy should be read in conjunction with the following policies:

- Anti-Bullying Policy
- Drugs Policy
- Trips and Visits Policy / Guidance
- E-Safety and Data Security Policy
- Alternative Provision Policy
- SEND Policy

This policy should be read in conjunction with the DfE Exclusion from maintained schools, academies, and pupil referral units in England (latest document)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921405/20170831_Exclusion_Stat_guidance_Web_version.pdf

