

the *Kind's* school

specialising in maths and computing

# Safeguarding Positive Discipline For Learning Policy



## POSITIVE DISCIPLINE FOR LEARNING POLICY

### 1 Policy Statement

The Positive Discipline For Learning Policy of The King’s School forms part of the overall aims of the school which promote positive behaviour between all members of the school and its community.

This document sets out the framework for the King’s School approach to encouraging good behaviour and achievement.

School Ethos and Vision	School Improvement Plan
Success for all  Everyone has the <ul style="list-style-type: none"> <li>- Right to be safe</li> <li>- Right to be respected</li> <li>- Right to learn</li> </ul>	Main focus = Raising Achievement  There are three main areas: <ul style="list-style-type: none"> <li>- Improving the quality of Teaching and Learning, including marking &amp; assessment</li> <li>- Improving student achievement and attitude to learning</li> <li>- Improving attendance and punctuality especially for disadvantaged students</li> </ul>

The school vision will only be achieved by quality teaching and learning taking place.

### 2 Purpose

An effective whole school Behaviour Management Policy provides clear direction to staff and others about ethos, expectations, rules, rewards and sanctions. The PDL Handbook provides detailed and thorough guidance to ensure consistent use of school rewards and sanctions in line with this policy.

PDL is based on three basic principles:

- a) That all young people enjoy being rewarded for their effort
- b) That most young people need clear guidelines in terms of what constitutes acceptable behaviour, and
- c) That effective communication between teachers, parents and students is essential in effective schools.

The overall aims of Positive Discipline For Learning are:

- Enhancing achievement culture in school - ensuring that all students regardless of age, ability and gender are involved in the process of praise, recognition and rewards.
- Improving attitude to learning, behaviour and safety around school.
- Structured/consistent management of low-level disruption to lessons, to give maximum teaching and learning time.
- De-personalising management of behaviour/disruption, thereby supporting all students and staff in the classroom.

### **3** Scope

This policy will be used by all staff and will apply to all students regardless of age and ability. Where students have special needs sanctions may be modified accordingly but the Policy is still operated. Students and parents are informed about the PDL Policy and how it operates with students being thoroughly taught or re taught the expectations, rules and reasons for them at the beginning of each school year. There are briefer re-visits to this at the beginning of each Half Term in Tutor time.

### **4** Responsibility

It is vital that procedures are understood and are fairly & consistently applied by all staff in the school and it is the staff responsibility to read and follow the detailed PDL Handbook.

Students should appreciate that the system is designed to avoid favouritism and to de-personalise discipline. If effectively explained & understood, it should be a 'bottom up' system owned by the students and the staff at the chalk face rather than imposed from above. Form Tutors/ Subject Teachers /Subject Team Leaders and Year Achievement Leaders are crucial to its success.

Students are encouraged to take responsibility for their choice of behaviour and in knowing the rules and expectations along with the rewards and sanctions, they are made aware of their responsibility to choose the positive rewards pathway or the consequences of choosing the negative sanctions.

### **5** School Commitment

Through the PDL Policy the School aims to:

- a) Provide training and a greater understanding of the MANAGING BEHAVIOUR process for students, parents, teachers and Governors.
- b) Ensure that all students, regardless of ability, age and gender are involved, whenever possible, in the process of praise, recognition and rewards and encouraged on the road to personal achievement.
- c) Support staff in the classroom, ensuring that any unacceptable behaviour is halted and quality teaching and learning can take place.

### **6** Publicity

The detailed PDL Handbook is produced for all staff at the beginning of each academic year and is also available on the school website and staff shared (G) drive of the school IT network. Any supply staff in school are given summary guidance and this is also included in the Teacher file given to all staff.

Every classroom in school will display the PDL materials on the wall and every student and parent will have access to PDL materials in the Student Planner.

Every year the PDL Policy will be reviewed and staff, students and parents informed of any changes and the reasons for them. All new staff into school are provided with the PDL Policy Handbook and are given training and guidance regarding its use.

## **GUIDANCE / PROCEDURES**

The PDL Policy Handbook contains all the detailed guidance and procedures for the operation of the PDL system by staff and it is essential that staff have access to this and make themselves fully aware of its contents (see Handbook Document).

Summary documents, Rewards and Sanctions, and classroom wall displays also show the PDL guidance and procedures (See Appendix 1 & 2).

A document called 'Procedures for Delivery of PDL' is produced to guide staff through the teaching of the PDL systems at the beginning of every school year (See Appendix 3).

## **RECORDS AND MONITORING**

This is via the Student Planner for stamps and the electronic recording of Vivos credits via the Vivo on-line system. Sanctions below detention are recorded in the student planner. Detentions are also recorded via Student Services and the SIMS system.

This policy should be read in conjunction with other related policies in school such as the policies stated as part of the School Safeguarding process)

Examples include:

- Child Protection Policy
- Anti-Bullying
- Physical Handling & Contact
- Special Education Needs & Disabilities
- Health & Safety & Environment
- Sex & Relationship Education
- E-Communications

**REWARDS SUMMARY****Vivos/ Stamps**

Vivo Stamps can be awarded for good class work, homework, good attitude to learning or improvement, by subject teachers. These should be put in the student planner weekly page or on the students work/ exercise book. If on student's work then the student should record the subject and the number of vivos on their planner page. One stamp = one Vivo.

Vivos must be recorded on the Vivo on-line system. Subject teachers can either enter individual stamps and vivo points or can enter batches of vivos. Subject Team Leaders are responsible for monitoring subject vivos recorded in their area.

**Around School Vivos**

Positive/helpful behaviour around school can be awarded thanks stamps (by teaching and support staff) and these should be placed on the student planner weekly page and entered onto Vivo by the Form Tutor.

**Clean Day Vivos**

A clean week with full attendance and no comments is awarded 15 vivos, in effect this is 3 vivos per clean day.

**Attendance and Punctuality****SLT and Headteacher Stamps**

SLT will check planners (including H/W recording) during PDL periods to monitor planners and praise those doing well. A green stamp is worth 2 vivos.

Six consecutive completely clean weeks will be awarded the Headteacher stamp which is worth an extra 12 vivos.

**Postcards**

Sometimes students may receive a postcard to recognise good attitude to learning or good progress over a term.

**Certificates**

A set number of vivos across subjects achieves different levels of certificates, e.g.

150 Vivos =	Bronze	750 Vivos =	Platinum
300 Vivos =	Silver	900 Vivos =	Double Platinum
450 Vivos =	Gold	1050 Vivos =	Outstanding Achievement
600 Vivos =	Diamond	1200 Vivos =	Exceptional Achievement

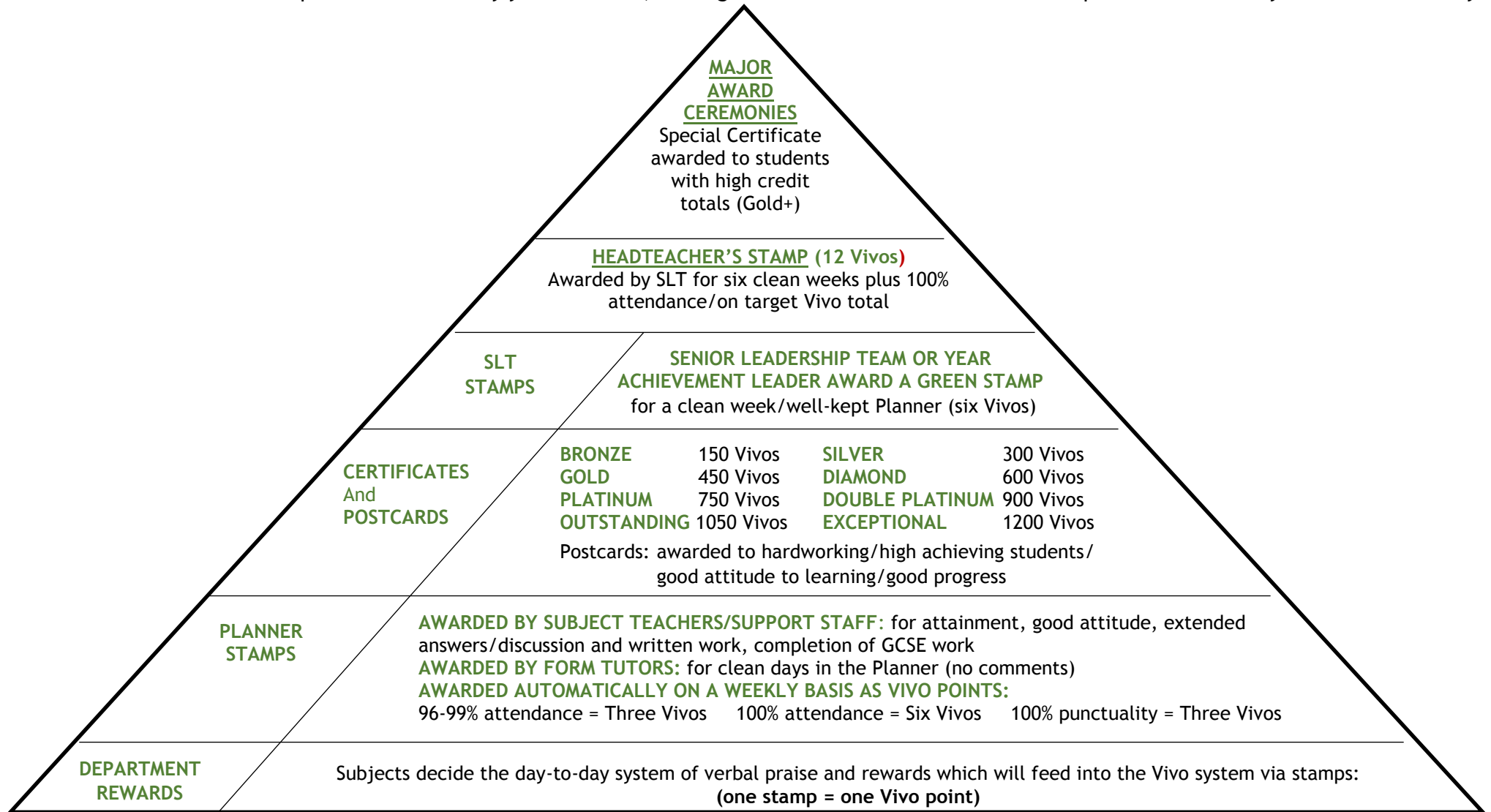
Gold and above will be awarded a certificate in an end of year assembly. The students who have the highest boy and girl total in each year and the best planner award for each Year Group will be awarded a special certificate to recognise their achievement. Students will of course have been collecting large numbers of vivos all year and have many to spend.

**Extra Rewards for KS4**

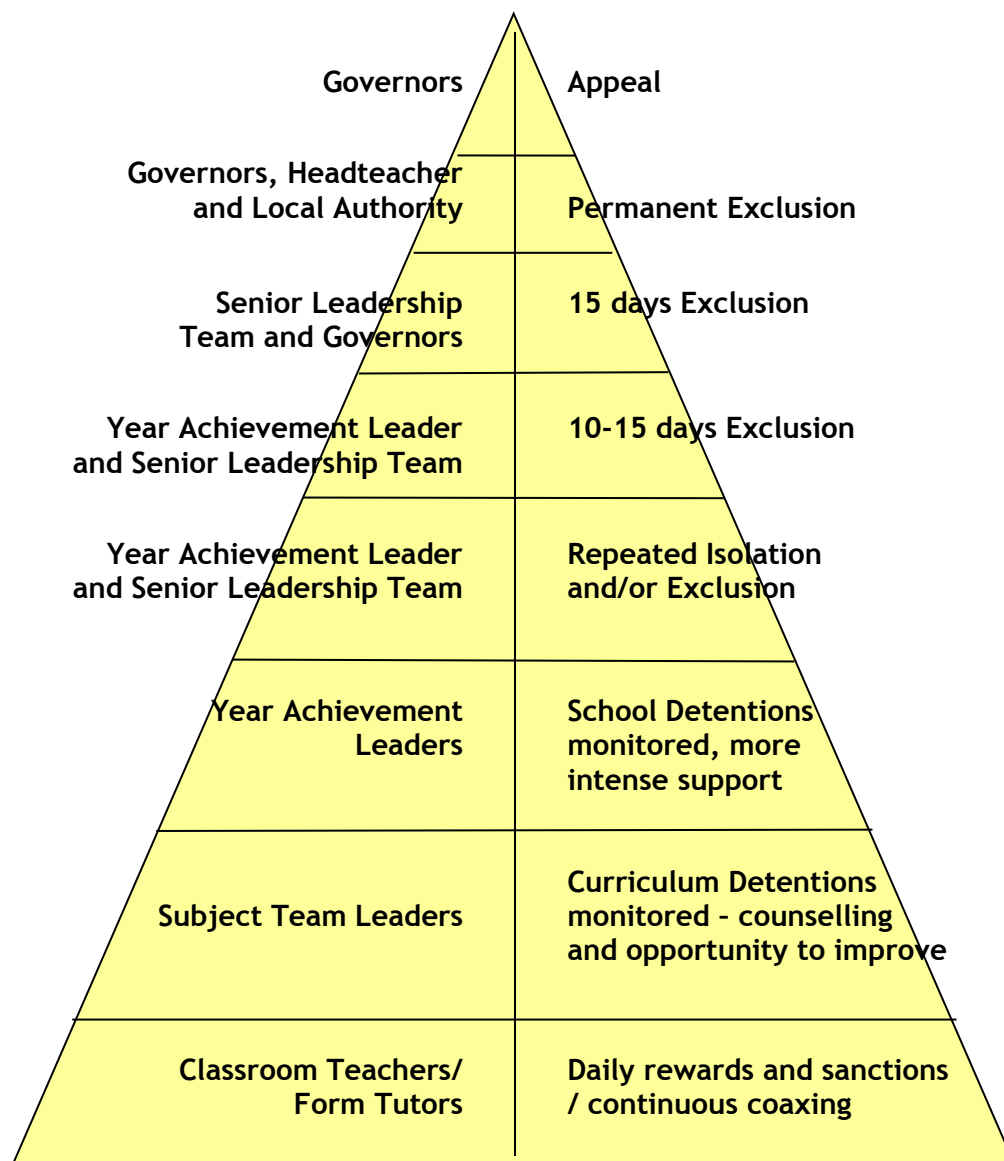
Year 10 and Year 11 are also awarded vivos and students can gain large amounts of vivos for completing Controlled Assessment or for attending voluntary revision classes. £5.00 off Prom tickets and Leavers hoody vouchers are available to purchase with vivo points.

# CLASSROOM REWARDS PYRAMID

Students will be awarded stamps and Vivos in every year at school, leading to certificates. These Vivos can be spent or saved at any time in the school year.



## STUDENT GUIDANCE AND WELFARE - INTERVENTION



**Local Authority (LA) Independent Review Panel**  
Review of all circumstances and actions of the school and Headteacher - Permanent Exclusion upheld or not.

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**Governors Behaviour and Discipline Committee / LA Representation**  
Review of actions taken by school - Headteacher decision upheld or not.

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**Governors Behaviour and Discipline Committee Meeting**  
Held to review all actions taken by the school and whether Exclusions are appropriate - make recommendations regarding future actions.

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**School Reintegration Agreement/Inclusion Unit**  
Meetings held in School will recommend strategies and outside agencies will be contacted for support, where appropriate.

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**Year Achievement Leader (YAL) Behaviour Agreement**  
Meet with parents/carers to review individual progress and set specific targets with a view to students getting back on track - Mentoring, Connexions and Aim Higher available. Partial timetables if required.

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**On YAL Report and Checks**  
Monitoring of progress, counselling for improvement - telephone calls and letters to parents - Learning Mentors. Improvement postcards/rewards. Buddy System. Homework support.

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**Subject Behaviour Agreement**  
Parental contact by Subject Team Leader (STL), possible withdrawal from one or two lessons.  
**On Subject Report and checks by STL**  
Subject interventions e.g. catch up/help with work.

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**Form Tutor/Class Teacher Intervention**  
Encouragement, reminders. Proactive organisation/equipment checks. Planner communication with parents/carers.

## SANCTIONS SUMMARY

### VERBAL WARNINGS (Apply to behaviour only)

- a) Must be indicated by the actual words.
- b) Should not be written in the planner.
- c) Should not be used for:
  - i) Around school offences.
  - ii) Homework.

### PLANNER COMMENTS - BEHAVIOUR

**Within a half term: (i.e. all planner comments wiped clean at the end of each half term)**

- a) First (Level One) written warning should be noted in the planner.
- b) Second (Level Two) written warning should be noted in the planner (move within room option if appropriate).
- c) Third (Level three) written warning should be noted in the planner and Subject Behaviour Detention booked (moved to another classroom / STL if 3 comments in the same lesson). The Detention must be e-mailed to Student Services and entered in the Student's Planner.

NB.

- 2 minutes should be maximum time students are outside the classroom i.e. cooling off.
- Subject Team Leaders must be involved at this stage of the sanction process and should support staff to put interventions in place to prevent repeat behaviours. Classroom teachers are responsible for enforcing the attendance of Subject Behaviour detentions and chasing up non-attenders, with the support of the Subject Team Leader.

### PLANNER COMMENTS - HOMEWORK & EQUIPMENT

- a) Failure to complete or produce homework should result in a written warning straightaway (i.e. no verbal warning).
- b) Homework and specialist equipment (eg. PE kit or Ingredients for Food) comments should be totalled together as Organisation offences & lead to a Subject Organisation Detention.
- c) Lack of equipment such as pen, pencil, ruler etc. are classed as Around School not subject based. Measures are to be put in place so that equipment is borrowed from form tutors and comment will be given by them (one per day max).

If students received negative comments then they will also be reducing the number of clean day credits/vivos available to them.

### DETENTIONS

- a) Around School offences (x3) ⇒ School Detention (SD), H3.
- b) Disruption to lessons (x3) ⇒ Subject Behaviour Detention (SBD), held in the department.
- d) Homework offences (x3) ⇒ Subject Organisation Detention (SOD), held in the department.
- e) SD, SBD & SOD should be:
  - i) After school.
  - ii) Given 24 hours notice.
  - iii) Last a maximum of 1 hour.
  - iv) Noted in the "Daily Notes" section of the planner.
  - v) E-mailed to Student Services.



- f) Subject Team Leaders are the key people as Middle Leaders who are responsible for helping staff to follow up and enforce Level 3 Detentions in their subject areas. Subject intervention strategies should be put in place and Year Achievement Leaders informed of these. Subject Team Leaders are also responsible for the monitoring of all staff and teaching group sanctions in their area.

### **FAILURE TO ATTEND DETENTIONS**

Students will serve a double SLT detention on Friday 3.15 pm - 4.15 pm.  
This detention will replace the original detention but will have a double tariff.

**For SBD & SOD it is the responsibility of the Subject Team Leader to ensure that classroom teachers operate the subject area detentions and to have systems in place with their subject teams so that they:**

- a) Check if the student was in school.
- b) Put the new date in the planner if the student was absent.
- c) E-mail the failure to attend and SLT detentions to Student Services.

### **FAILURE TO ATTEND SLT DETENTION**

This will carry a triple tariff and will result in Isolation. The isolation day will usually be served on a Friday and the student may be escorted to H4 to serve their SLT Detention afterwards. There is no 'get out' clause!

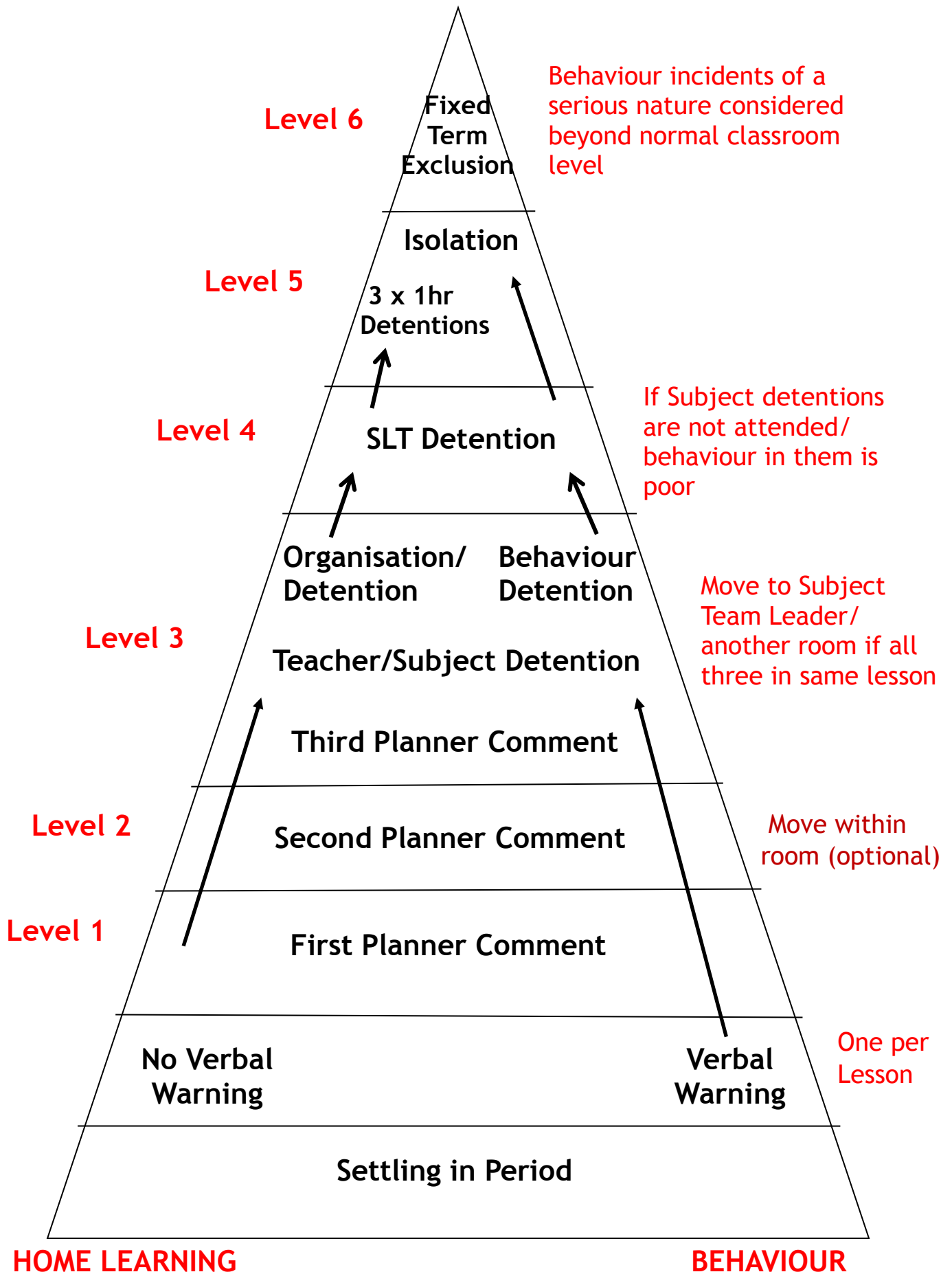
### **LATES**

These will be monitored and the number of minutes late added up over a number of weeks. If the threshold of 30mins is reached then a letter will be sent home and a payback session will be arranged.

They are not part of the normal detention system to reduce time spent on this by Tutors and to be fairer and more effective with students.

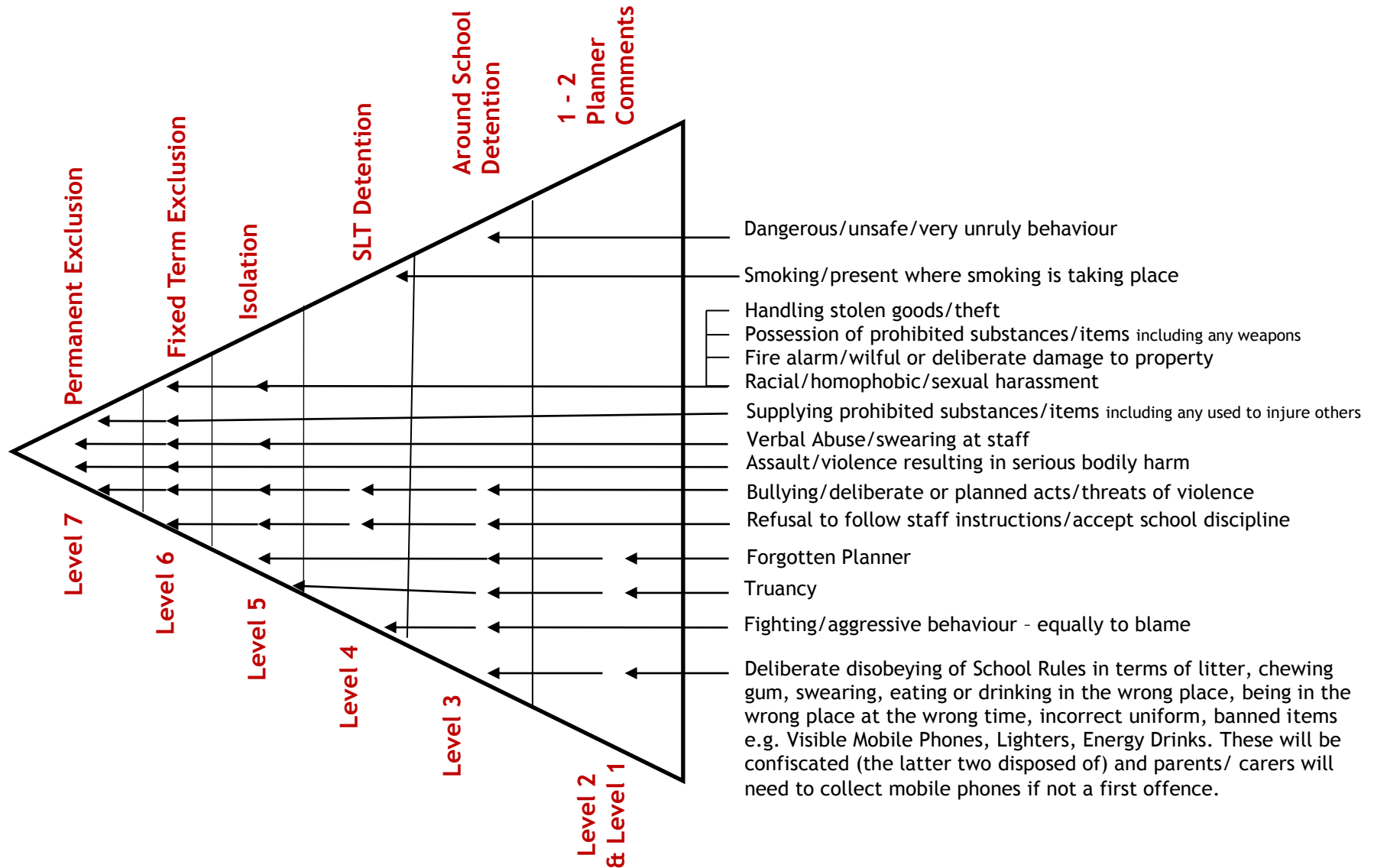
Registers close at 8.55am and students arriving after that time are late. For persistent offenders this may be recorded as Unauthorised absence and may result in a Fixed Penalty Notice being issued to parents (see Attendance Policy for details).

# CLASSROOM BASED SANCTIONS



# AROUND SCHOOL SANCTIONS

SANCTIONS FOR ALL INCIDENTS WILL DEPEND UPON THE LEVEL OF PERSISTENCE AND SEVERITY IN EACH INDIVIDUAL CASE USING THE PYRAMID BELOW AS A GUIDE



## **START OF TERM ARRANGEMENTS - DELIVERY OF POSITIVE DISCIPLINE & PROMOTING GOOD ATTITUDES FOR LEARNING, 2016/17.**

Forms will be with tutors for periods 3 on Tues 6<sup>th</sup> Sept. (Year 7 periods 1,2 & 3) and extended Tutor Time on Wed, Thurs & Fri. During this time the following must be covered:

- a) Take register & report any problems to your Year Achievement Leader. Do the Start of term Organisation Listed below.
- b) Point out Fire Arrangements & your form's position. N.B. Students in register order.
- c) Give out planners. Tell students to put names etc on front of planner (& nothing else!!)
- d) Carry out the 'Positive Discipline For Learning' and ATL Information and delivery materials. Anything not covered in the first morning will need to be done in the subsequent tutor sessions in the remainder of the first week - **the new lilac sheet 'Your Planner and How it Can Help You to Achieve' must be done asap.** Year 7 need to do the 'Rules & Reasons exercise (yellow sheet) but other years should be familiar (use it as a reminder if there is time).

### **Start of Term Form Business / Organisation matters for the new year.**

1. Give students the following
  - a) Printed timetable.
  - b) Home-School Charter Document/Leaflet (Year 7 and students new to the school only).
2. Read through & note letters to go home to Parents to sign & return, in the correct pages in the Planner.
3. Copy lesson timetable from printed timetable into the blank one in the planner.
4. Keep any spare sheets for the absent students or those who lose them! Use an envelope file pinned to the form notice board for any named letters or info for absentees during the year (assign a letter monitor or make it part of your captains job).
5. Letter replies & Home School Charter. Signed returns required by Monday. Award 6 Vivos for those who return within the deadline.
6. Appoint posts of responsibility - One boy, one girl form captain. You may wish to appoint other roles and responsibilities in addition to these such as discussed with your YAL.
7. Year 7 only. Tour the School. Visit LRC and assemble for fire positions & procedures as directed.

### **Delivery of The P.D.L. System - Notes For Staff:**

#### **For PDL to operate effectively:**

It is vital that procedures are understood fairly & consistently applied by all staff. Consistency is more likely to be achieved if all tutors & subject staff start sessions with the PROACTIVE CHECK which must be displayed & referred to in all teaching bases.

Students will need to listen carefully. N.B. Involve students in the delivery. i.e. Reading out sections, asking questions, discussing the importance of a disciplined atmosphere for them and the need for rules & responsibilities.

Refer to the Planner & emphasise its importance as a learning and organisation tool. Emphasise Responsibilities as well as rules.

## **DELIVERY OF PDL & PROMOTING GOOD ATL (For use with Students)**

### **THE SCHOOL ETHOS & THE IMPORTANCE OF POSITIVE RELATIONSHIPS.**

#### **NB STUDENTS HAVE:**

**THE RIGHT TO LEARN,  
THE RIGHT TO BE SAFE,  
THE RIGHT TO BE TREATED WITH RESPECT BY OTHERS**

**Read through planner pages, Success For All, rights & responsibilities and 'At King's We Believe'. Discuss how 'Rights' also must be accompanied by 'Responsibilities'**

#### **Positive Discipline For Learning (PDL)**

**Explain to students that the system is designed to be fair, to avoid favouritism & to depersonalise discipline.**

- i. Teachers will ensure that all students, regardless of ability, age and gender are involved, whenever possible, in the process of praise and recognition and that rewards in the form of stamps and vivos are given regularly.
- ii. Sanctions will be used so that poor behaviour is reduced & teachers can get on with teaching so that all children can learn and achieve.

### **THE STUDENT PLANNER** Fill in student details on front of planner.

#### **Importance of the Student Planner and How it Helps You Learn**

**Stress how the planner is central to this School's and your success and that it is our student planner which forms the centre of communication between school and parents. Students should use it to reflect on their own performance (Self-monitoring). Its use will also be monitored by form tutors, YAL's & the SLT. The planner should be kept as a best exercise book.**

#### **Use of the Weekly Pages in the Planner**

Explain to students how the Weekly Planner pages should be filled in as below:

#### **Home Learning**

**Discuss the importance of home learning & the need for careful organisation.**

1. Look carefully at weekly layout of planners which is different this year. Explain that students must set out their planners with homework for each night. They need to write down the subjects that they have homework for, in the correct day of the week.
2. **Students need to use as much detail as possible** so that they know what to do later at home. This should be easier as the new design gives lines and more space to do this.

**They should not write down all subjects every day, just the ones that they have set on that particular day.** The clean day Vivos will not be given without this. If a home learning task has not been set, teachers will always explain to them why and this reason needs recording

## Rewards in the Planner

1. **Logging of stamps/Vivos awarded** – these are put in exercise books/on work or in the daily section of the planner on the day of the week received. Each stamp is one Vivo.
2. If put on work or in exercise books then students should note the subject & number of stamps given in their daily section.
3. Teachers will enter Vivos into the on line system, if not shown by stamps students can also note these in the planner.

**Remind students that there are prizes e.g. £20 for the best kept planners.** i.e. Correctly used, no doodles/graffiti, home learning recorded, attendance recorded, targets set etc

## Sanctions in the Planner

1. **Negative comments/written warnings** will be written in the bottom right hand side of the planner in the comments section.
2. Teachers will put the day of the week, reason, subject and number of comment (1,2 or 3) with a B for behaviour or an O for organisation (no homework or equipment) and their initials.  
eg. for a Geography homework not done it would be: Mon, H/W not done, Geog, 1,O YHL.
3. **Detentions** will be put into the last row of the daily section on the day it is to be served.
4. Teachers will write their Subject, Detention, time/how long and the room the detention is to be held in and staff initials.

Any abuse of the Planner will result in at least a School Detention and replacement at £3.00 each.  
e.g. there should be no crossing out comments, removing pages, or graffiti.

If a pupil fails to bring the planner to school the Tutor must give a negative comment. If the pupil can go home to collect it or it can be brought up to School then this is cancelled.

On the second occasion they will receive a School Detention.

On the third occasion the pupil will serve an SLT Detention.

**This procedure is the same for Lost Student Planners but these will also need to be replaced at a cost of £3.00.**

[Do the 'Your planner and How it Can help you to Achieve' exercise on the lilac sheet provided.](#)

## The School Expectations and PDL

Read out/discuss the points from 'Students Should Aim to follow these basic rules' & link with the ethos & values

- Follow instructions straight away;
- Do **your** best;
- Respect **yourself** & others;
- Follow the rules of **your** School;
- Look after **your** environment.

Students should aim to follow these **5 basic rules** and they will not go 'far wrong'.

## **Around School Rules - SHOULD BE READ THROUGH BY TUTOR OR PUPIL.**

- Be in your Form Rooms and ready for morning registration at 8.50 am.
- Wear school uniform correctly.
- Eat and drink in the right place at the right time.
- Move around school quietly.
- Look after your property and put litter in bins.

**Bullet Point one – explain why so important.**

### **Bullet Point Two**

Explain that there is a breakfast facility from 8.20 a.m. & that they will be shown this area during their tour of school. Explain that, with the exception of using this facility, students are not allowed in any other area of the school building until after **8.40** a.m. bell. In the event of very bad weather students may be given permission to wait in lobby areas. Registers will be taken between 8.50am and 8.55am & at the start of period 4 at 1.15p.m.

Explain the importance of punctuality & the consequences of lateness in terms of progress, lost rewards & sanctions.

**Rewards are awarded automatically on a weekly basis as Vivo points as shown below:**

96-99% attendance = 3 Vivos,  
100% attendance = 6 Vivos and  
100% punctuality = 3 Vivos

### **NB. SYSTEM FOR LATES –**

**If any student is late 4 times or more in a 2 week period then they will serve a late detention.**

**SLT will be at the entrances to school: Persistent offenders will be referred to Education Welfare and will be issued with a Fixed Penalty notice and £60.00 fine.**

### **Wear Uniform Correctly (Uniform List**

Hopefully, take the opportunity to praise the quality of uniform.

**Read & Make reference to the school uniform page of the planner.** Information re uniform was also sent home last term.

**Students should arrive at school in full school uniform, worn correctly.**

- Students who arrive in school wearing inappropriate footwear or without any other part of the school uniform must be referred to the appropriate Form Tutor & may be sent home or isolated from other students.
- If extra layers are needed on the way to/from School in cold weather, a coat or plain 'v' necked jumper. Other items e.g. Hoodies, sweat shirts and round necked jumpers are not acceptable.

## **In Class Rules - SHOULD BE READ THROUGH BY TUTOR OR PUPIL.**

- Arrive on time ready for work;
- Bring correct equipment and homework to lessons;
- Work well without distracting others;
- Listen carefully when the teacher or another pupil is speaking;
- Follow School Guidelines and take pride in the presentation of your work;
- Ensure that your Planner is out and open on your desk

### **Bullet Points One & Six**

Students should avoid making toilet visits between lesson changeovers e.g. between 1&2 unless desperate and even then must be on time. Students should move to the next lesson as quickly and safely possible.

Corridors are too narrow for queuing so students should go straight into classrooms with staff meeting and greeting them there wherever possible.

Students should be seated with planner, books & equipment out ready to start.

### **Students should be engaged at the start of the lesson & be responding to marking and feedback &/or starter activities.**

#### **Bullet Point Two**

Discuss how lack of equipment affects progress in lessons.

#### **NB. EQUIPMENT SANCTIONS AND USE OF THE FORM TUTOR BOX:**

Students can borrow a pen, pencil, ruler etc from their form tutor box as long as they tell their tutor and sign it out on the equipment sheet.

They should return it at the end of the day, or at another agreed time with their tutor. If it is not returned as agreed then a Level 1 planner comment will be issued by the form tutor.

Equipment comments are not given by subject areas unless it is for specialist equipment such as PE kit, calculators, ingredients etc and these will be classed as organisation offences the same as homework offences.

#### **Bullet Points Three & Four,**

Students should remain silent when the register is being taken and if a member of staff or other pupil is addressing the class.

Discuss other bullet points & their importance.

### **Rules for Breaks & Lunchtime**

- **Remain on site at lunchtime**
- **Eat lunch in the Dining Hall or Designated Areas**
- **After lunch move to your Form Room or outside areas.**
- **Take advantage of any extra curricular activities.**

#### **Bullet Point Two**

Classrooms are not suitable places for general eating & drinking, they need to be kept clean and tidy.

### **Eating & drinking is only allowed in designated places-Dining room / Deli Bar, designated sandwich areas, design & humanities quads (and the main quad for Blue Tie students).**

These should offer ample spaces for students. For your Health & Safety & reduction of litter, food & drink packaging taken on to the field must be put into the nearest bins.

Students must have permission from a member of staff & must sign out if they leave the school site for any reason whatsoever. N.B. Fire & personal safety. No other arrangements are acceptable.

### **YEAR 7 STUDENTS SHOULD NOW COMPLETE THE YELLOW SORTING/MATCHING EXERCISE 'RULES & REASONS'**



## Responsibilities for Organisation & Progress

- Always have the Planner in School;
- Keep the Planner clean, neat and up to date;
- Write all homework clearly in the Planner, including deadlines;
- Share the Planner with your parents at least once a week and have it signed.
- Look after your school books and equipment
- Remember to inform your parents/carers if attending after school activities.

### **Bullet Point One and Two**

Emphasise that the planner needs to be kept in students' bags & **PLACED ON DESKS AT THE BEGINNING OF LESSONS AND FORM TIME** & be part of the formal start to lessons & form periods.

**It is vital that each pupil has the planner at school each day.** The various permits, e.g. medical pass, toilet pass or time out cards issued will not operate without them.

**No graffiti in the Student Planner whatsoever.** The Planner is to be regarded as a best exercise book or school textbook. *Pages must only be folded at the top corner if at all.* Students will have their planners checked each Monday tutorial lesson or during a.m. tutorials.

### **Bullet Point Four**

**PD / Tutorial Lesson will be on Monday mornings. Planners must be signed by parents before this each week.**

**Bullet Point Six** This includes trips & any after school activities or detentions. Parents often ring the School to find out where students are!

## REWARDS AND RECOGNISING STUDENTS ACHIEVEMENTS

**REWARDS PYRAMID**- EMPHASISE THE VIVO SYSTEM AND CERTIFICATES AVAILABLE - HOW THESE LEAD TO BEING ABLE TO BUY THINGS FROM THE VIVO ONLINE SHOP THROUGH THE YEAR AND TO ACHIEVE CERTIFICATES IN THE FINAL AWARDS ASSEMBLY WHERE PARENTS ARE INVITED IN.

**Staff will use stamps to represent Vivos - this can be on work and in the planner. Students should log stamps and Vivos awarded by subject staff on the appropriate day on the weekly page so that they can show staff and parents**

Students can spend Vivos as they wish or can save up for things through the year- it is up to you what you do with your Vivos and when!

**REMEMBER THERE ARE 3 VIVOS FOR A CLEAN DAY WHICH CAN MEAN 15 VIVOS FOR A CLEAN WEEK.**

From the Pyramid, clearly explain the situation regarding 'clean slates' for each week. To obtain the 15 clean week vivos students must have attended all sessions in a week.

## ATTENDANCE AND PUNCTUALITY

**Explain the importance of good attendance and punctuality and how students will lose out on rewards if they don't attend or are late- they would lose their clean day/week Vivos and the attendance/punctuality rewards!!!**

**These are awarded automatically on a weekly basis.**

96-99% attendance = 3 Vivos,

100% attendance = 6 Vivos and

100% punctuality = 3 Vivos

## Headteachers Stamp

Explain how a pupil achieves a **HEADTEACHER'S STAMP + 12 EXTRA VIVOS**. (6 weeks of 100% attendance at the same time as 6 clean weeks, the appropriate level of certificate & a well kept planner.)

**N.B At the start of the year only**, because of the large volume of information, those who bring back all returns by Monday, will be given their first 6 Vivos of the year.

**VIVOS** gained after last years cut off date can be carried over and signed by the form tutor if the evidence is available in last years planner and is done before the end of this week- any in the Vivo system will carry over automatically.

## **STUDENTS SHOULD NOW COMPLETE THE 'REWARDS PAIRED EXERCISE'.**

### **SANCTIONS**

Applied only to students who do not display responsible behaviour.

When a particular misdemeanour has taken place, the identified sanction must follow.

**This is not open to negotiation or debate.**

### **CLASSROOM SANCTIONS**

Go through the '**Classroom Based** 'pyramid with students:

1. **Because homework is regarded as an important contribution to self-directed learning, no Verbal Warning will be given for forgetting to complete or hand in homework.** Three planner comments will lead to a Subject Organisation Detention. Missed homework should then be completed. Detentions should be used as an opportunity to put things right, eg catch up on homework, not just as a punishment.
2. Low level disruption to learning such as failure to settle down or failure to listen whilst others are talking in a lesson will result in a **verbal warning**. (one only per lesson) **The words 'verbal warning' will be stated & the reason given.**
3. Continued poor behaviour will result in a **Level 1 planner comment / first written warning.**
4. Further poor behaviour will result in a **Level 2 second planner comment / written warning.**
5. Further poor behaviour will result in a **Level 3 third planner comment / written warning.** If this occurs within the same lesson, the pupil will also be **moved to another room\*** and a **Subject Behaviour Detention served in the department after school.**
6. Behaviour detentions will be totalled with school detentions so that poor behaviour will result in more rapid movement up the sanction pyramid. Avoid this! Again STLs can use this detention time for intensive catch up, counselling & discussing ways forwards to avoid the situation happening again.
7. **REMEMBER THAT A MORE SERIOUS BAD BEHAVIOUR INCIDENT CAN BE GIVEN A LEVEL 1, 2 or EVEN 3 PLANNER COMMENT BY A MEMBER OF STAFF WITHOUT THEM GIVING A VERBAL WARNING FIRST.**
8. **3 comments for homework &/or specialist equipment** in the same subject area will result in a Subject Organisation Detention – held in the department.
9. **3 Subject Organisation Detentions will result in 3 hours compulsory homework support – held after school.**

10. **Detentions will be communicated to parents via the Student Planner on the daily section, on the day the detention is to be served.** 24 hrs notice should be given. It is the responsibility of the pupil to ensure that parents know when they will be detained after school. Staff should sign the the planner to show that the detention has been served. Tutors, YALs & STLs will monitor this.
11. N.B. Students who fail to attend Detention without a valid reason will be required to attend an extended Senior Staff Detention (Fri for 1 hour). STLs must check attendance, put the detention in the Planner & log the failure to attend by e-mailing student services.
10. Failure to attend SLT will result in isolation and the SLT will be served after the Iso, usually on a Friday.

**STAFF MUST RECORD DETENTIONS GIVEN USING THE PLANNER AND E-MAILING STUDENT SERVICES re detentions.**

### **AROUND SCHOOL SANCTIONS**

Go through the Around School Pyramid and discuss the need for the sanctions.

1. Truancy includes being caught off-site without permission. Because of difficulties in making records of offences, there will be **no verbal warnings for breaking 'Around School Rules.'** Explain that where teachers feel that students have deliberately chosen to disobey rules at least a Level 1 negative comment will be given, sometimes a Level 2 or even Level 3 can be given depending on the severity of the incident.
2. Around School negative comments will be totalled by the form tutor in the tutorial period. 3 offences → School Detention served on Wednesdays in OC1.
3. 1<sup>st</sup> & 2<sup>nd</sup> planner comments are 'wiped' clean each half term. **School, Subject Behaviour & Subject Organisation Detentions remain on record with the Year Achievement Leader.**
4. If any pupil is causing concern by accumulating a large number of detentions/behaviour incidents dealt with by STL (within a subject) or YAL (across subjects) then that pupil will be placed on a STL or YAL Behaviour Agreement with intensive support/monitoring to improve the behaviour and progress of that pupil.
5. **Isolation - For incidents of a Serious nature or Repeated Incidents of Similar nature** The duration of the day in the Isolation Room will run from 8.50 a.m. to 3.15 p.m. All students who are placed in Isolation must bring their set books & equipment for that day. S/he should go to registration, register & report immediately to the isolation room. A pupil who is late to Isolation (arriving after 9.00 a.m.) without good reason will make up the time after school. Any poor behaviour can result in the day being extended to 3.30pm.
6. **Repeats of Isolation or Exclusion (or any serious combination of these that cause the YAL/SLT concern) could result in Inclusion at the Caretakers House and/or Whole School Reintegration Agreement.**
7. **FIXED TERM EXCLUSION** may result when there are:
  - Acts of violence.
  - Racial or sexual harassment.
  - Causing bodily harm- (even if provoked)
  - Premeditated bullying of other students
  - Verbal Abuse/aggressive behaviour to staff.
  - Actions likely to put others in danger.

8. **PERMANENT EXCLUSION** is likely to result when:  
All other disciplinary measures have failed to improve behaviour.  
Remaining in School will seriously affect the progress of others.  
Unprovoked assault/serious acts of violence  
Physical assault on staff.  
The physical/moral safety of staff or students is at risk.

## **STUDENTS SHOULD NOW COMPLETE THE PINK SANCTIONS PAIRED EXERCISE**

### **RULES AND SANCTIONS FOR MOBILE PHONES**

Students may carry a mobile phone in and around the school site as long as it is not visible and not heard. It should be on silent or switched off and in the student's school bag.

In case of emergency where family needs contact then students may ask permission from a member of staff to use their phone eg. in an office.

In lessons phones should not be in use unless a member of staff has given permission for students to use them as part of a specific learning task.

If a pupil is using a phone without staff permission then the following rules will apply:

#### **First Offence:**

Phone confiscated and a School Detention. Phone collected from Student Services at the end of the day by the pupil.

#### **Second Offence or more:**

Phone confiscated and a School Detention. Phone will not be returned to the pupil and must be collected from Student Services by the student's parents/responsible adult.

**Persistent offenders** will lose the privilege of having a mobile phone in school. They have to be part of an agreement between parents and school where mobile phones would either be left at home or handed into an office every morning and collected after school.

### **LETTER RETURNS REMINDER**

Ensure that all students are given copies of the letters to parents & emphasise the importance of having the letters signed within two days.

**At the start of the year only, because of the large volume of information, those who bring back all returns by Monday, will be given their first 6 Vivos of the year.**

Remind students to record letters using the tick box at the bottom right hand side of the weekly page and get a parents to tick their box and put a signature next to it

As the year progresses, students will have two school days to do this. Any pupil who fails to do so will receive a negative comment. **This should be the rule for all communications to parents sent via students.** This will be monitored on a regular basis.