

King Charles I School

Behaviour for Learning Protocols

Version Control

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Policy approved by: Governing Body
Next policy review date: June 2019

Version	Date	Details
1.0	19 th June 2017	General updates to reflect changes to the protocols. Approved by the governing body.
2.0	24 th Sept 2018	<ul style="list-style-type: none">▪ General updates:<ul style="list-style-type: none">- Changes to the 'Rewards' section.- Changes to reflect the new timings of the school day from 1st Sept 2018.- Changes to 'Appendix A' and 'Appendix B'.- Updates to section titled 'The Consequences System' re sexual violence and sexual harassment.▪ Addition of the following section: 'Developing Student Character'

Introduction

Our aim is to establish the highest possible standards of behaviour at King Charles I School. This is important so that the school is always a warm, caring, friendly and happy place where learning can flourish. Students' behaviour around the school should be impeccable; every lesson should be characterised by a relentless focus on learning, free from distractions. Every student and every member of staff should be able to feel relaxed and happy, confident that their working environment is one where people are kind, courteous and respectful at all times.

We have very high expectations of our students and a belief that every student is capable of meeting them. The rules are only there because we need them to help us make sure learning can happen in the best possible conditions. Everyone has to follow the rules so that the systems work and everyone benefits.

Our Behaviour for Learning system has been developed by learning from the best practice in different schools across the country. It is based on the principle that, once students know the rules and the consequences, they can make the right choices for themselves and for others. When children thrive at school and at home, it is usually because the boundaries are very clear and there are clear consequences if they stray beyond them. Clear boundaries and discipline are completely compatible with a caring and happy atmosphere full of humour and love.

At school, in every situation where there are rules, students either choose to follow them or they make a choice to break them and face the consequences. The rules have to be clear and the consequences need to be consistent for this to work and that is our aim in implementing this system.

Student Code of Conduct

At King Charles I School and in the local community, students must do whatever it takes to help create a safe school and local community which respects the rights of others by:

- listening to members of staff and following instructions politely and calmly
- walking in single file, not running or shouting, and being calm in corridors
- going straight to my lessons and holding doors open for others when the corridors are busy
- never damaging school property, defacing the building, dropping litter or spitting
- never insulting, undermining or swearing at anyone
- remembering I am always an ambassador for King Charles I School. Leaving school and making my way home in an orderly, responsible way
- when travelling on public transport, I will respect those around me, speaking to teammates, transport staff and members of the public quietly and politely respecting the local environment, by being considerate to our local community, obeying shop rules, and never dropping litter, defacing or trespassing on private property

Students must understand that there will be consequences if they do not observe their Code of Conduct.

Classroom Expectations

All students will:

- follow instructions the first time of asking.
- follow the behaviour for learning protocols, allowing teachers to teach and students to learn.
- put pens down and track teachers when they are talking.
- work in silence when instructed to do so.
- have manners, patience and respect others. This includes listening, not talking when others are talking and being kind in what they say.
- sit up, face the front and not slouch.

- answer a question and do not give 'I don't know' as an answer.
- stay on task and work hard even when they find work challenging.
- complete their homework as specified, to a good standard and on time.
- produce their best work, otherwise they will do it again.
- only ask for help when needed.
- ensure books/folders to be neat and tidy e.g. no pieces of paper will stick out/fall out of books.
- include the title and date and underline them.
- not graffiti/doodle on their books/folders/planner.
- make corrections to their work where highlighted and improve their work after feedback.

What is meant by good behaviour?

Good behaviour is not simply the absence of 'poor behaviour'. Good behaviour includes aiming towards students' flourishing as scholars and human beings. The following are examples of what we mean by good behaviour:

- being ambitious and wanting to do as well as possible. For example, seeking to extend myself through additional effort, reading, research and target setting;
- being motivated to improve and achieve. For example, asking questions to further my knowledge, acting as a role model and accepting responsibility;
- being caring towards others for example demonstrating politeness, care, concern and respect for all other members of King Charles I School and for members of the general public;
- being attentive and looking others in the eye when they are talking to you;
- being courageous in the face of adversity for example having several more attempts if I think I have failed, attending school even if I feel a little under the weather;
- being determined to succeed even when things get difficult for example doing what I'm told, speaking when I'm spoken to and not challenging instructions;
- being friendly towards others, always saying 'please' and 'thank-you'; holding the door open for others to pass without being prompted to do so;
- being sympathetic towards others for example asking how they are;
- being positive, even when things are tough;
- being open minded to the views, religions and cultures of others;
- playing my part in keeping the school buildings, furnishings and Site in good order, in particular, free from graffiti and litter for example emptying pockets of rubbish before running around at break or lunchtime.

Developing Student Character

We are what we repeatedly do. Schools do influence students' characters and like most other things, character can be taught. Here are some of the ways we develop character with our students:

- We encourage positive responses to our questioning and not accepting "I don't know," to encourage resilience.
- Time for deliberate practice activities.
- Periods of time to struggle during lessons so students develop independence.
- Reading books/tasks are challenging
- Reading aloud in class to develop student confidence and improve comprehension.
- Responding positively to academic failure and disappointment encourage the attitude 'I've not failed, I've just found 10,000 ways that don't work'.
- We do not accept poor responses to sanctions and we deal with secondary behaviours to develop discipline.
- We reinforce the importance of demonstrating politeness, care and concern for all other members of King Charles I School and for members of the public.
- We ensure students uphold and adhere to all rules and routines without question, even when they may feel hard done by.
- Assemblies based on positive character traits and positive role models.
- We define good behaviour (see above).
- Extra-curricular activities, CCF and house activities to develop support and competition.
- Charity work to develop empathy for others.

Rewards

We celebrate achievement in all its forms, including academic success, sporting success and attitude to learning and operate a comprehensive rewards system through awarding achievement points and positive acknowledgements: postcards and letters home, headteacher's awards, attendance certificates, rewards trips and rewards lunches. We do not believe it is appropriate to give rewards for good behaviour day-to-day; students should learn to behave well as a matter of principle, not in response to short-term incentives. However, we will acknowledge and celebrate all students who: show outstanding academic achievement; receive excellent attitude to learning grades throughout the term/year; have the lowest behaviour points; and have outstanding attendance and punctuality.

A rewards report is sent home each term for every student showing the total number of reward points awarded for attendance, punctuality, attitude to learning, academic achievement and effort for that term. Parents/carers are able to view their son/daughter's reward points on the SLG portal.

Students can earn reward points for academic achievement, effort, attendance and punctuality.

Rewarding academic achievement and effort

- A student will automatically receive a reward point each time they receive a 1 for attitude to learning on a full or progress report.
- A student will be awarded a reward point each time a staff member recognises their academic achievement and effort.
- Students will be eligible to be nominated for the half termly headteacher's award which is awarded based upon nominations by teaching staff to students who have worked hard during the half term and/or shown academic excellence. All students nominated for the award will receive 3 reward points and the winner will receive 3 extra reward points.
- Students who achieve all grade 1s and 2s for attitude to learning on their progress report each term will receive a letter home.
- Students with the highest number of attitude to learning grade 1s and no grades below a 2 are invited to a reward lunch each term and are presented with a certificate to recognise their achievements.
- At the end of each academic year a letter is sent home to the parents/carers of those students who have achieved all 1s and 1s/2s for attitude to learning on all three reports issued during the year. Certificates celebrating this achievement are given out in assemblies.
- A letter will be sent home each half term to the parents/carers of those students who have received no SIMs behaviour points in that half-term.
- All year groups have a rewards trip each academic year.
- Once every half term teachers nominate a minimum of two students from each class in every subject to receive a postcard home for outstanding achievement and/or effort.
- Each term the top ten students in each year group for achievement and progress are awarded a certificate to recognise their achievements.
- Every week all heads of year award 'stars of the week'. All students awarded this will receive 5 reward points.
- Net behaviour versus achievement points will be calculated and count towards points for each college.

Attendance and Punctuality

- A reward point is automatically awarded every week for all students who have achieved at 100% attendance during the week or made an improvement in their attendance from the previous week.
- A reward point is automatically awarded every week for all students who have been punctual to all sessions for that week.
- All students who achieve 100% attendance during a half-term will receive a certificate to celebrate this achievement and 10 reward points.

What do students gain for their reward points?

200 reward points = Bronze certificate and pin badge

300 reward points = Silver certificate and pin badge

500 reward points = Gold certificate and pin badge

Stationery and equipment for lessons

At King Charles I School we place high importance on personal organisation and getting the 'basics' right. It is vital that students come to school every day with the right equipment 'ready to learn' each lesson. When students arrive to lessons without the correct equipment, there is a disruption to learning for every student. Therefore, not having the expected equipment results in a consequence. We feel it is essential that we clearly identify what we mean by the 'basics' in regards to equipment.

We expect every student to bring the correct stationery and equipment:

- Exercise books/folders
- Knowledge organiser
- Planner
- Pen and a spare (black ink)
- Pencil
- Ruler
- Subject specific equipment including: PE kit, protractor, compass, scientific calculator (Casio fx-83GT Plus or Casio fx-85GT Plus Black) and cooking ingredients.
- Other useful equipment but not specified in the 'basics' would be an eraser (rubber), coloured pencils and a highlighter.

In order to offer support in getting the basics right, pens, pencils, rulers, rubbers are available to purchase at a discounted rate each morning from 8.20am until 8.35am in the library on the Borrington Site and during tutorial on the Hillgrove Site.

The Consequences System

The consequence system is underpinned by 5 core standards (non-negotiables):

1. Arrive to school and lessons punctually and ready to learn
2. Maintain a clear focus on learning
3. Wear the correct school uniform correctly
4. Ensure you are properly equipped
5. Complete homework to deadline and to a good standard

To make the system easy for everyone to understand, we have introduced a set of consequences for disruption of learning within the classroom called C1, C2, C3, C4 and C5 for basic behaviour expectations at all times within school. These are described below:

C1 A first warning, firmly given. This is a signal warning a student that their behaviour is unacceptable and is affecting learning and therefore needs to be changed. For a C1, a student's name will be listed on the whiteboard but if no further problems arise, no further action is taken.

C2 This indicates that the student has repeated some disruptive behaviour and is continuing to affect the learning taking place in the classroom. Again, the student's name is listed and they are expected to serve a 45-minute detention the following day. The incident is recorded in SIMs. Parents/carers are informed of the detention by text message. At this stage, teachers will reiterate the consequence of receiving a C3. If the student does not attend a C2 detention, a C3 detention will be issued.

All C2 detentions will take place the following day in the designated classrooms from 2.55pm-3.40pm.

C3 Students who disrupt learning persistently or significantly will be issued a C3 and will be removed from the classroom. Our member of staff on behaviour learning walk will be called and the student will be sent to the parking room. Generally, they will return to lessons the following period having been spoken to by the member of staff in the room. Any student who is sent to parking twice in one day will remain in parking and not return to lessons that day. This will also result in a parental phone call. Parents/carers will be informed of the detention by telephone. If the student does not attend a C3 detention, a Friday after school detention will be issued.

All C3 detentions (except those for homework not completed on time or completed to a poor standard) where possible will take place the same day in the designated classrooms from 2.55pm-4.25pm.

All C2 and C3 detentions should be completed without negotiation. It is the responsibility of the individual student to attend and to use the time productively. Students can continue the work from the lesson they missed, complete assignments, engage in productive study or, if they have no other work to do, they can read.

C2 and C3 detentions will be supervised by members of staff, timetabled on a rota.

Friday after-school detention (2.55pm-4.55pm) will take place in the designated rooms, given by heads of year and/or achievement leaders for failure to attend a C3 detention.

Text messages (C2 detentions and C3 detentions for homework not completed on time or completed to a poor standard) will be sent and phone calls (C3 detentions given for anything except for homework not completed on time or completed to a poor standard) will be made as soon as we can to give as much notice as possible. We will assume that parents/carers have received the message we send. We will take action if students contact their parents/carers during the school day in order to protest about their C2/3 detentions. This will undermine the system.

Parents/carers should inform the school immediately if their contact details have changed. A C2/3 detention takes priority over any other activity within school and the school will consider it an extension to the school day and compulsory to attend, which includes appointments made directly after school.

If students receive multiple C3 detentions, they must all be served on consecutive days until all detentions have been completed. If a student receives three or more C3s in a week this will result in a day in isolation.

C4 Time in our Isolation Room under strict supervision. Students who will be required to sit in isolation (8.40am–5.00pm), to work in silence and to complete the work that is set. This is a very serious sanction. It signifies that the student has made choices that are unacceptable within our community. The time in the Isolation Room gives them a chance to reflect on the choices they have made. This sanction will involve a phone call to the parents/carers or possibly a parental meeting by either the teacher issuing the sanction, a member of the Senior Leadership Team or the head of year. Students who misbehave during their time in the Isolation Room, or refuse to complete a C4 sanction, can receive a fixed term exclusion.

Parents/carers will be contacted to inform them that a C4 detention has been issued. Every effort will be made to contact parents/carers to explain why this sanction has been issued, but if contact cannot be made student will be expected to complete the isolation. Whilst inconvenient there is an expectation that parents/carers make themselves available to attend a meeting if this is deemed necessary.

C5 Could result in isolation, a fixed term exclusion (combined with isolation), personalised timetables, governor behaviour panel, managed move or permanent exclusion.

C1	C2	C3	C4	C5
Examples of low level disruptive behaviour are: <ul style="list-style-type: none"> ▪ Not listening ▪ Off task behaviour ▪ Calling out or talking out of turn ▪ Poor effort 	Given for repeat of C1 offences or: <ul style="list-style-type: none"> ▪ A poor response to being given a C1 eg shrugging shoulders, answering back, tutting, smirking etc ▪ Not bringing the correct stationery and equipment ▪ Chewing gum ▪ Eating in a lesson ▪ Uniform not worn correctly. 	Given for further repeat of C1 or C2 offences or: <ul style="list-style-type: none"> ▪ Disturbing an exam ▪ Foul/sexual language ▪ Mobile phone out in lesson ▪ Being out of bounds ▪ Homework not completed on time or completed to a poor standard 	Examples of serious incidents are: <ul style="list-style-type: none"> ▪ Defiance, including walking away when being spoken to by any member of staff ▪ Truancy ▪ Harassment or bullying (including cyber-bullying) ▪ Threatening behaviour ▪ Verbal abuse towards a student or member of staff ▪ Videoing on mobile phones ▪ Vandalism, damage to property or theft ▪ Dangerous behaviour ▪ Smoking, including e-cigarettes. 	Examples of very serious incidents are: <ul style="list-style-type: none"> ▪ Drug related issues ▪ Alcohol related issues ▪ Carrying an offensive weapon ▪ Serious actual or threatened violence against another student or a member of staff ▪ Racist, sexist or homophobic language ▪ Sexual harassment ▪ Sexual violence ▪ Bringing the school into disrepute

Report system

Autumn Term Reports	Thresholds	Spring Term Reports	Thresholds	Summer Term Reports	Thresholds
Yellow	20	Yellow	30	Yellow	40
Amber	30	Amber	40	Amber	50
Red	40	Red	50	Red	60

Further clarification for C4 and C5

C4 Removal from class straight away - in extreme cases, students may need to be removed by a member of staff on the emergency rota (without going through the warning system above). This may result in being spoken to and returned to the class; however, it usually results in time being spent in isolation or, in certain cases, exclusion. Incident recorded on SIMs. A C4 requires parents/carers to be contacted.

C5 Could result in isolation, fixed term exclusion, personalised timetables, governor behaviour panel, managed move or permanent exclusion.

Report Cards

1. Actions that do not relate specifically to poor behaviour in or out of class will not accrue behaviour points.
2. The thresholds at which a report will be issued will be increased each term to reflect where we are in the academic year-see above. The points will not default to zero but the threshold will be raised at the start of the spring and summer terms.
3. All students on report at the end of a term must successfully complete the report before being taken off.
4. Heads of year may use discretion when evaluating the appropriateness of a student being placed on yellow report- eg a student has 19 behaviour points at the start of the spring term in one subject only, this issue should be referred to the subject area leader for intervention (parental contact & subject report).
5. Students who are on report are expected to behave exemplary. The consequences are stated on the report cards.

Punctuality

All students must arrive to school and all lessons on time.

- School begins with a tutorial session (including registration) at 8.40am. If a student arrives late without an appropriate reason (for example a medical appointment, supported by a letter or appointment card) they will be expected to serve a 15 minute late detention.
- Students who arrive late for a lesson without an appropriate reason are placed into a 15 minute lunchtime detention.

If a student is marked as late twice in a week to school or lessons then they will be placed in a C2 detention which takes place between 2.55pm and 3.40pm. For three or more lates to school or lessons in a week, the student will be placed in a late detention, which takes place on a Friday between 2.55pm and 4.55pm. If a student is persistently late to school or lessons, then they will be placed in isolation.

Appendix A

King Charles I School Rules: Summary

Students should...

1. **Neither take part in or tolerate bullying or any form of discrimination.**
2. **Treat other members of the school community with respect.**
3. **Be correctly dressed in the school uniform.**
4. **Be on time to school and all lessons.**
5. **Walk on the left along corridors and on stairs.**
6. **Behave in lesson time**
 - *queue up outside the classroom until the member of staff gives permission to go into the room.*
 - *enter in silence and stand behind their place until told to sit by the member of staff.*
 - *follow the teacher's (or other member of staff's) instructions.*
 - *wait until they are invited to speak in the classroom and not shout answers out.*
 - *respect the teacher's and other students' contributions and not talk while others are giving feedback.*
 - *ensure the classroom is an orderly environment to learn in and not get out of their seat, unless given permission to do so.*
 - *not eat but may drink (only) water – with the teacher's permission.*
 - *at the end of the lesson wait behind your place until you are dismissed.*
7. **Bring the correct stationery and equipment to all lessons.**
8. **Remain on the school premises throughout their break and lunch times (if they are in Years 7-11).**
9. **Only eat food in the designated areas.**
10. **Stay 'in bounds' during break and lunch times.**
11. **Follow school rules regarding mobile phones.**
12. **Not bring in prohibited items. For example:**
 - *Chewing gum*
 - *Energy drinks*
 - *Matches*
 - *Lighters*
 - *Cigarettes*
 - *Electronic cigarettes (also known as 'e-cigarettes' or 'e-lites')*
 - *Mobile Phones, MP3 players and hand-held games consoles (if suspected of being used in contravention of the 'Mobile phone, MP3 player and Games Console Policy')*
 - *Illegal substances*
 - *Weapons*

Please refer to our 'Behaviour Policy' for any other prohibited items.

Appendix B

King Charles I School Rules: Details

You are expected to behave in a responsible manner, showing consideration, courtesy and respect for other people at all times. The rules set out below apply at all times i.e. in school, travelling to and from school and whilst on school trips/activities.

A. Conduct

1. Good manners and behaviour are most important. Boisterous and disorderly behaviour are not acceptable.
2. You are part of a community and a team, and should look after and support each other. Conflict and bullying are destructive and will not be tolerated at King Charles I School.
3. Look after your surroundings. Litter should be deposited in the bins provided inside and outside school. Chewing gum must not be brought onto the school premises.
4. Wear your school uniform with pride. Uniform must be worn on all journeys to and from school and on official school occasions unless special permission is given by the headteacher.
5. Smoking, gambling and taking or possessing alcohol or drugs, other than those prescribed by a medical practitioner, are forbidden.
6. Chewing gum is forbidden in school. It can cause considerable damage to clothing and is a nuisance when deposited inappropriately.
7. Knives, radios, laser pens, etc. must not be brought onto the school premises or taken on school events. If you are unsure about the things you can wear, bring into school etc, ask your form tutor or head of year.
8. Do not run in the corridors or in enclosed areas as this can be dangerous to yourself and others. Keep to the left in corridors and show consideration when passing through doorways.
9. In the event of a fire or other emergency, listen carefully to all instructions given and leave the building in an orderly manner as practised during Fire Drills.

B. Areas out of bounds

For reasons of safety and to ensure that we can continue to work and live in extremely pleasant surroundings, the following areas are out of bounds:

1. The school sites **before** 8.30am and after 3.05pm. Students who are on the school sites before 8.30am and after 3.05pm are not supervised and so the school cannot accept responsible for students outside these hours as staff are not on duty before this time, unless special permission has been given e.g. involved in a school activity, or detention etc.
2. All flower beds, the Renwick pond, roofs of all buildings, fences and walls, the 'Fives Court Area' and the cycle pound unless you are depositing/collecting your bicycle. Little Scotland (including the banked area), behind the Sports Hall, the Rose Garden on the upper school site and the bike sheds and behind the art block on the Borrington Site. Both sites outside of school hours.

C. Teaching Rooms

You gain great benefit from working in clean, tidy and well-equipped rooms - look after them and their contents.

1. Do not interfere with computers, notice boards, displays, blinds, desks etc.
2. Only enter a teaching room on the instruction of a teacher. Wait silently in an orderly queue until he/she arrives.
3. If a teacher does not arrive to your lesson, a member of your class should inform reception.

D. General routine

1. If you are one of the few people here to be given a detention, it is your personal responsibility to do it at the time/day set. It must not be postponed without the permission of the person giving the detention. **Detentions take precedence over all school activities.**
2. For your own safety you are not allowed to leave the school at break or lunchtime. Permission to leave the site during school hours must be obtained from your head of year who will sign an **Exeat** which must then be handed in at reception before you depart.
3. Food is served daily in the Oldfield Hall (Hillgrove Site) and Main Hall (Borrington Site) at break and lunchtime. It should be eaten in Oldfield Hall (Hillgrove Site) and Main Hall (Borrington Site). You can bring your own food into school and eat it in the Oldfield Hall (Hillgrove Site) and Main Hall (Borrington Site) area and picnic areas. You must not eat on the school fields or in classrooms or corridors. Water may be taken into classrooms, except for laboratories, workshops or computer rooms.

E. Personal and school property

1. If you find or lose anything at school, you should quickly report this to reception.
2. Look after your property and any school property used by you. Report any damage to your head of year immediately.
3. You must not go into any locker other than your own or interfere with the private property of another person, even if your intention is only to 'borrow' that property.
4. You must not interfere with firefighting equipment and alarms. There may a time when you have need of them in a real emergency.

5. For reasons of security, valuables and large sums of money must not be brought into school. Monies brought in to pay for school trips etc. must be paid directly to the appropriate member of staff and not carried around the building during the school day. If for any exceptional circumstances you do have expensive items or large sums of money in school, it should be handed to your head of year or reception for safekeeping until the end of the school day. All personal items should be clearly marked with the owner's name and tutor group. No items of value should be left in bags or pockets in cloakrooms or changing rooms during PE lessons. The school is not responsible, or insured for, student loss, theft etc.

F. Cars, motorbikes and cycles

1. For security and safety reasons, you must gain written permission from the headteacher, if you wish to bring a cycle, motor cycle, or car on the premises during the school day or for an afternoon/evening activity. Standard regulations concerning such vehicles must be adhered to e.g. your vehicle must be road-worthy. (M.O.T., tax and insurance, if a motorised vehicle.)
2. If travelling to and from school on public transport, treat it with the same respect that you would treat your own home and property.

Remember, school rules are in place not to make your life more difficult, but to ensure that you get the very best out of your time at King Charles I School.