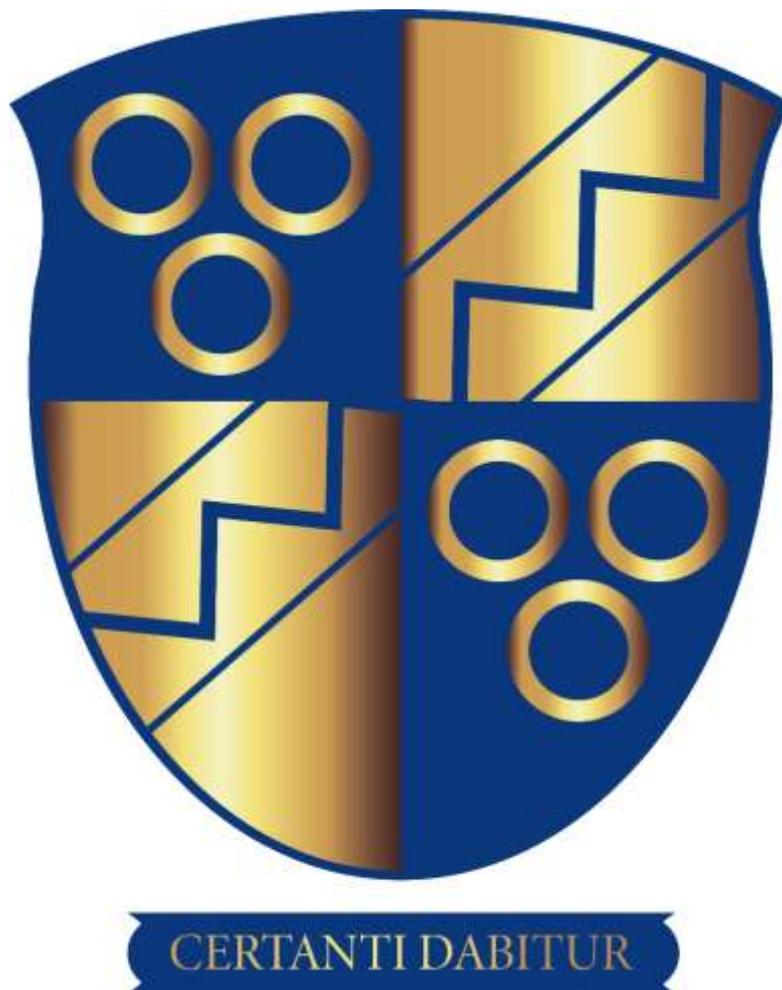


Behaviour policy and statement of behaviour principles

The Oldershaw School



Approved by:	Trust Board	Date: January 2022
Policy owner:	Vice Principal – Pastoral	
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1. Aims

This policy aims to:

- Provide a **consistent approach** to behaviour management
- **Define** what we consider to be unacceptable behaviour, including bullying
- Outline **how pupils are expected to behave**
- Summarise the **roles and responsibilities** of different people in the school community with regards to behaviour management
- Outline our system of **rewards and sanctions**

2. Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

In addition, this policy is based on:

- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy

- [DfE guidance](#) explaining that academies should publish their behaviour policy and anti-bullying strategy online

This policy complies with our funding agreement and articles of association.

3. Definitions

Oldershaw is a proudly inclusive school. Outstanding Behaviour for Learning (BfL) is the responsibility of all staff and is underpinned by:

a. The school's core framework

Vision: *"Excellence, Together"*

Mission: *"Nurturing Happiness and Academic Success"*

Core Values: *Pride, Kindness, Resilience*

b. The school's fundamental principles of Behaviour for Learning:

- Pupils are here to learn
- Adults are in charge and pupils should follow all instructions, "First time, every time"
- Adults never seek or maintain conflict; everything we do is for the benefit of pupils
- Pupil voice is important to all adults (including in disagreement), but must be polite, respectful and time-appropriate

It is incumbent upon:

- Pupils to adhere to the school's fundamental principles of behaviour for learning
- Adults to embody and deliver all aspects of our core values and fundamental principles of BfL to the best of their ability, at all times.
- Parent and carers to support the school in the best interests of their child

Misbehaviour is defined as:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Incorrect uniform or organisation for learning
- Failure to follow school rules or appropriate adult instructions

Serious misbehaviour is defined as:

- Repeated breaches of the school rules
- Abusive language or behaviour towards adults
- Any form of bullying (see below)
- Sexual harassment, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Vandalism
- Theft
- Any form of violent behaviour
- Smoking
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
 - Knives or potential weapons

- Alcohol
- Illegal drugs
- Stolen items
- Tobacco, cigarette papers or vaping equipment
- Fireworks
- Pornographic images
- Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

4. Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

Details of our school's approach to preventing and addressing bullying are set out in our anti-bullying policy.

5. Roles and responsibilities

5.1 The board of trustees

The trust board is responsible for monitoring this behaviour policy's effectiveness and holding the principal to account for its implementation.

5.2 The principal

The principal is responsible for reviewing and approving this behaviour policy.

The principal will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

5.3 Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents on SIMS

The senior leadership team will support staff in responding to behaviour incidents.

5.4 Parents

Parents are expected to:

- Support their child in adhering to the pupil code of conduct
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the school promptly

6. Pupil code of conduct

Pupils are expected to:

1. Attend school on time
 - Every lesson, every day
2. Be prepared
 - Full uniform (and PE Kit) including black shoes, school bag, planner, pen, pencil, ruler & rubber
3. Be respectful
 - follow every instruction politely, first time every time
4. Be a focused learner
 - No disruptive behaviour, mobile phones, eating or drinking anything fizzy, sugary or caffeinated
5. Be kind and thoughtful
 - Treat other pupils, property and the school site as you would wish to be treated yourself

In addition pupils are expected to refrain from behaving in a way that brings the school into disrepute, including when outside school.

7. Uniform, Appearance & Organisation for Learning

7.1 Uniform & Appearance

School uniform is compulsory and must be worn at all times within school and whilst travelling to and from school. In emergency situations where a pupil is unable to wear the full uniform a written note signed by a parent or guardian is required. Pupils should present this to their Progress Leader (PL) or Assistant Progress Leader (APL) on arrival to school and a decision will be made regarding the arrangements for that day.

The Oldershaw School Uniform

Blazer and Jumper	Burgundy blazer with badge and a mid-grey 'V' neck jumper.
Trousers	Mid-grey only - standard cut and style
Skirt	Mid-grey, knee length, loose fit or pleated; not bodycon / jersey tube.
Shirt or Blouse	White with turn-down, button up collar
Tie	School tie to be worn at all times full length and correctly knotted
Footwear	Plain black leather shoes. No training shoes, boots or pumps.
Socks or Tights	Grey
Hats	No caps or hats. In cold weather pupils may wear woollen hats outdoors.
Outdoor Coats	Leather, suede or other expensive coats are unsuitable for school.
Bags	The Oldershaw School has a specially designed bag for all pupils.
Apron	Technology provide an apron

Pupils not in uniform will be dealt with on a case by case basis, but could be asked to work away from other pupils.

Oldershaw branded PE Kit is compulsory for all pupils in every PE lesson.

Regulations for Appearance and Dress (Years 7 - 11)

1. Pupils may wear a maximum of one small stud per ear. Any stud must be in the lower part of the ear. No other forms of jewellery are allowed. The school is unable to accept responsibility for the loss of any jewellery.
2. Hair styles and colours must not be extreme in nature and our preference is for natural colours. The school will be the final arbiter of what is deemed to be extreme and will address any concerns on a case by case basis.
3. False nails and eyelashes should not be worn for school. Use of make-up should be subtle and appropriate for a school context. Infringements will be judged on a case by case basis.
4. Pupils wearing skirts must wear them at a length appropriate for school at approximately knee length. Infringements will be judged on a case by case basis.
5. Outdoor coats must not be worn in the hall or classrooms.

6. Sweatshirts, tracksuit tops, fleeces and hoodies should not be worn for school.
7. All black, standard school-style shoes must be worn for school. Trainers, pumps, heels, obviously branded or any variation on standard school-style shoes are not permitted (see examples below). We do not recommend parents or carers buy expensive branded shoes for school because of the wear and tear of daily use.
8. The Oldershaw-badged school bag is part of our school uniform and must be brought to school every day (further details below).
9. In those cases where the school accepts a written explanation for incomplete uniform or imperfect appearance, a time limit will be set for the pupil to rectify the inadequacies in clothing or appearance.
10. The school has the final decision in all matters of interpreting the regulations and deciding what is acceptable or unacceptable in dress and appearance.
11. In cases where finance is an issue, please speak confidentially to your child's PL or APL.

Examples of acceptable all black, standard, school-style shoes



Please note: this is not an exhaustive list. It is merely intended to show some examples of all black, standard, school-style shoes. If in doubt, please consult your child's PL or APL before buying. Please don't ask staff in local shoe shops as they only want to sell shoes and do not know our school policy.

The school uniform is available from:

- Wirral Uniform Centre, Birkenhead (sole supplier of Oldershaw School bags)
- Online at www.wirraluniforms.com

The school also has a supply of ties and badges for sale.

Please also see PE Kit policy below.

7.2 Organisation For Learning

Your child's academic progress is our prime concern at Oldershaw and we therefore expect all pupils to be fully equipped to learn. To that end, please support us by ensuring your child has the following items of equipment every day for school:

An Oldershaw School bag

All students are expected to have an Oldershaw School bag with them as part of their school uniform every day. Bags should have your child's name clearly marked on the inside and may be personalised with non-offensive tags, badges or key rings in order to allow easy identification. However, they must not have any writing, drawing or painting on them of any sort.

Bags that are damaged in this way or lost must be replaced at the family's expense from Wirral Uniform Centre in Birkenhead.

A pencil case with pen, pencil, ruler, rubber and sharpener

these will be checked by form tutors every morning and pupils will be expected to buy missing items. Additionally, you may wish to provide a calculator, maths equipment (protractor, compass, etc) and coloured pencils, but these are not compulsory.

Pupil Wallet

This will be provided by the school and should be brought to school every day. It will be used to contain the timetable and various school log in information.

7.3 Mobile Phones

Mobile phones can distract from learning and present a potential safeguarding risk. Therefore, they must not be seen or heard in school. If they are seen or heard, they will be confiscated and returned to the pupil at 3pm by their form tutor. Pupils must turn their phones off before handing them over.

We recognise that, at times, parents may need to pass messages to their children during the school day and this can be done via our school office who will arrange for a message to be passed on. Also, should any pupil need to contact home, they will be permitted to use the school telephone with their Progress Leader's permission.

The Oldershaw School shall under no circumstances be liable for any loss or damage for any reason whatsoever when a mobile phone is in our custody. If you have any concerns about our mobile phone policy then please do not allow your child to bring their mobile phone into school.

8. Rewards and sanctions

8.1 List of rewards and sanctions

Positive behaviour will be rewarded with:

- Praise
- Achievement points for Pride, Kindness, Resilience, 100% Attendance, Punctuality, Homework and Remote Learning
- Letters or phone calls home to parents
- Regular use of certificates and badges for pupils reaching thresholds for achievement points
- Special responsibilities/privileges
- Trips
- Presentation Evening

The school may use one or more of the following sanctions in response to unacceptable behaviour:

Classroom based behaviour:

- Three warnings in class:
 1. Name on the board
 2. Pupil returns at the teacher's convenience (end of lesson, break, lunch, 3pm, etc) to discuss behaviour and resolve the issue
 3. Referral to a Good Neighbour to work in another supervised classroom or office
- Good Neighbour referrals incur an automatic 30 minute detention with the class teacher that night where pupils must resolve the issue with the teacher and either read, complete class work or write lines in silence. Class teachers may also set 30 minute detentions for other infractions such as non-completion of homework or lack of effort in class.
- Any issues with behaviour or attendance at the 30 minute detention will escalate to a 60 minute Departmental Detention led by the subject leader
- Any issues with behaviour or attendance at the 60 minute detention will escalate to a 120 minute SLT Detention on a Friday

Other poor behaviour:

- Referring the pupil to a senior member of staff
- Letters or phone calls home to parents

- Agreeing a behaviour contract
- Putting a pupil 'on report'
- Parallel detentions at 30 and 60 minutes are in place with the form tutor and year team led by the Progress Leader for poor behaviour around the school or during form time.

We may use the Reflection Room in response to serious or persistent breaches of this policy that are deemed to fall below Fixed Term Exclusion (suspension). This is considered on a case by case basis dependent on the needs of the child. Pupils may be referred to the Reflection Room by their Progress Leader or SLT and they will be expected to complete the same work as they would in class.

Pupils in the Reflection Room will be on a reflective report all day. If their behaviour is good, they will reintegrate with their form for afternoon registration, but if it falls below expectations they will be given a pastoral detention that evening.

Pupils in the Reflection Room are not expected to work in silence; rather they should work quietly. Pupils are also allowed to get up and move around the room on a short break at all lesson changeover points. Repeat referrals to the Reflection Room on consecutive days are mostly avoided, but may be used in unusual circumstances dependent on the needs of the child.

Ultimately, sanctions can extend to suspension (formerly referred to as Fixed Term Exclusion) or Permanent Exclusion. These are applied on a case by case basis in line with the school's Exclusions Policy and subject to the statutory framework around their usage.

8.2 Off-site behaviour

Sanctions may be applied where a pupil has misbehaved off-site when representing the school, such as on a school trip or on the bus on the way to or from school.

8.3 Malicious allegations

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

Please refer to our safeguarding policy for more information on responding to allegations of abuse.

The principal will also consider the welfare of staff accused of misconduct.

8.3 Safer Schools Police Officer

The Oldershaw School, like all Wirral secondary schools, has access to a Safer Schools Police Officer (SSPO) who works alongside pastoral staff in carrying out preventative work, implementing restorative justice and delivering safeguarding education as well as advising on matters related to criminal activity. The involvement of the SSPO is decided on a case by case basis at the discretion of the principal and in conjunction with the BfL Policy.

9. Behaviour management

9.1 Classroom management

As per the Teachers' Standards (Point 7), responsibility for classroom behaviour lies with the classroom teacher and subsequently Head of Department. Teaching and other classroom-based staff are responsible for setting the tone and context for positive behaviour within the classroom.

They will:

- Plan an engaging lesson
- Maintain a classroom management plan which accounts for individual pupil needs and contains a seating plan
- Create and maintain a stimulating environment that encourages pupils to be engaged
- Display the classroom expectations
- Develop a positive relationship with pupils, including:

- Warmly greeting pupils at the door/corridor at the start of lessons as they enter the room checking uniform standards & passes and encouraging other pupils to move quickly and calmly to class
- Establishing clear routines, including taking the register formally and in silence at the start of the lesson
- Communicating expectations of behaviour in ways other than verbally
- Highlighting and promoting good behaviour; eg, through the frequent and consistent use of praise and reward
- Concluding the lesson positively and starting the next lesson afresh
- Having a plan for dealing with low-level disruption in a proportionate and effective manner
- Using positive reinforcement
- Concluding the lesson in a timely fashion in order to dismiss the class from the door, row by row, on the bell. Pupils should stand behind their chairs in silence when waiting for the bell.

9.2 Physical restraint

Physical restraint is not recommended. However, In some circumstances, staff may use reasonable force to restrain a pupil to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint must:

- **Always be used as a last resort**
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents

9.3 Confiscation

Any prohibited items (listed in section 3) found in pupils' possession will be confiscated. These items will not be returned to pupils.

We will also confiscate any item which is harmful or detrimental to school discipline, including mobile phones which must not be seen or heard at any time in school. These items will be returned to pupils at 3pm that day, unless further action is required (parental contact, police involvement, etc).

Searching and screening pupils is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

9.4 Pupil support

The school recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The school's special educational needs co-ordinator will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

10. Pupil transition

To ensure a smooth transition to the next year staff members hold transition meetings where appropriate.

To ensure behaviour is continually monitored and the right support is in place, information related to pupil behaviour issues may be transferred to relevant staff at the start of the term or year. Information on behaviour issues may also be shared with new settings for those pupils transferring to other schools.

11. Training

Our staff are provided with training on managing behaviour as part of their induction process.

Behaviour management will also form part of continuing professional development.

All staff training is recorded on the BlueSky system.

12. Monitoring arrangements

This behaviour policy will be reviewed by the principal and Curriculum Standards Committee every year. At each review, the policy will be approved by the principal.

13. Links with other policies

This behaviour policy is linked to the following policies:

- Exclusions policy
- Safeguarding policy
- Anti-bullying policy

Appendix 1: written statement of behaviour principles

- Every pupil understands they have the right to feel safe, valued and respected, and learn free from the disruption of others
- All pupils, staff and visitors are free from any form of discrimination
- Staff and volunteers set an excellent example to pupils at all times
- Rewards, sanctions and reasonable force are used consistently by staff, in line with the behaviour policy
- The behaviour policy is understood by pupils and staff
- The exclusions policy explains that exclusions will only be used as a last resort, and outlines the processes involved in permanent and fixed-term exclusions
- Pupils are helped to take responsibility for their actions
- Families are involved in behaviour incidents to foster good relationships between the school and pupils' home life

The trust board also emphasises that violence or threatening behaviour will not be tolerated in any circumstances.