



Behaviour for Learning at Highbury Grove School
A Guide for Students, Staff and Parents

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Introduction

Our aim is to establish the highest possible standards of behaviour at Highbury Grove 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.

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The Consequences

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 and C4 and a B8 (Basic 8) for basic behaviour expectations at all times within school. These are described below:

B8: A 30 minute lunchtime detention is issued as an immediate consequence if a student fails to follow the Basic 8 behaviour expectations of the school. This detention will be issued for the following day. Issues picked up at our morning Late Gate checks will be dealt with by giving a same-day lunchtime B8 detention. B8s should be logged by the member of staff concerned or a slip brought down to the BSC to be logged (This must be done by 3.30PM)

C1: A first warning, firmly given. This is a signal that a student's 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: The second warning. This indicates that the student is on the edge of a significant consequence and is continuing to affect the learning taking place in the classroom and must comply with the rules without fail. Again, the student's name is listed.

The C1 and C2 consequences are only used in classrooms and allow teaching staff to refocus students on learning as firmly and as quickly as possible. No further action is taken provided that they return to behaviour that is consistently within the rules. At this stage teachers will reiterate the consequence of receiving a C3.

C3: A same day detention for up to 90 minutes after school.
This may also be referred to as a Protecting Learning Detention.

The student will be exited from the class for the period and this will be logged on SIMS. Wherever possible the student will return to the following lesson after being Exited except:

- If the teacher checks the box on the C3 form to indicate the Exit is for a double lesson.
- If the student's behaviour is deemed as unacceptable by the Exit Room staff and they would present the staff teacher with issues returning to class
- If the student has received 2 C3's in one day they will remain in Exit and a parental meeting will be held with the Head of Year.

All detentions will take place the same day in the designated classrooms or the hall from 3.30-5.00pm, Monday to Friday.

All C3's 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.

Students who engage with the C3 detention sensibly and seriously will be dismissed after 60 minutes. Those who do not engage and do not take the initiative to engage in study or reading will stay for 90 minutes. C3s will be supervised by senior members of staff and the Behaviour Team and, as far as possible, support will be offered where students need help to engage with their work.

Parents will be sent a text message to inform them that a C3 detention has been issued. This will be sent as soon as we can to give as much notice as possible, but we will assume that parents have received the message we send. We will take action if students contact their parents during the school day in order to protest about their C3. This will undermine the system. If a C3 is missed parents will be informed as the student will receive a C4 if the absence was a deliberate decision or a possible fixed term exclusion if it is a repeated offence.

Parents should inform the school immediately if contact details have changed. A C3 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 C3's in a week this will result in a C4 referral.

Any student who truants a lesson will be issued a C3 Protecting Learning detention for the subject that was missed. In repeat incidences a C4 will be issued.

C4: A full day in our Referral Room under strict supervision.

Students who repeatedly fail to follow the Behaviour for Learning Policy or the sanctions issued will be required to sit in the Referral Room, 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. This day gives them a chance to reflect on the choices they have made. This sanction will involve a phone call to the parents or possibly a parental meeting by the 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 will be contacted to inform them that a C4 detention has been issued. Every effort will be made to contact parents to explain why this sanction has been issued, but if contact cannot be made student will be expected to complete the referral. Whilst inconvenient there is an expectation that parents make themselves available to attend a meeting if this is deemed necessary.

Exit

Students who disrupt learning persistently or significantly will be issued a C3 and will be removed from the classroom. Our Patrol and/or On Call Team will be called and the student will be sent to the Exit Room. Generally they will return to lessons the following period having being spoken to by the member of staff in the room. Any student who is sent to Exit twice in one day will remain in Exit and not return to lessons that day. This will also result in a parental phone call.

In the Classroom

Students are expected to follow these simple rules in every lesson:

- **Respond promptly to the signal for attention**
- **Follow instructions from teaching staff when given**

- **Remain on task as directed**
- **Listen when others are speaking**

Teaching staff will use the C1, C2 and C3 sanctions if students do not follow these rules. Teaching staff will explain their signal for attention to their students and will make it clear what each task is as the lessons progress.

Explaining the B8 (the Basic 8 Expectations)

If students break the following rules, they will be given an automatic B8 Lunchtime Detention to be served the following day (except Late Gate which will be a same day lunchtime detention). Multiple B8's (4 or more) within a week will result in a C3. Failure to attend a B8 detention will result in a C3.

1. Arrive on time to school and lessons

This means students are expected to be exactly on time for morning registration, assembly, Tutor time, and lessons after break or after lunch. Students will be issued an immediate B8 at the school gates if they arrive after 8.45am or arrive after the bell following break/lunch.

Late also means no later than 5 minutes after the bell at lesson change-overs.

2. Be equipped:

This includes a pen, a pencil, a ruler, the books for the lesson and planner. It also includes musical instruments, PE kit and a calculator for maths.

3. No use of electronic devices in school (without explicit permission from teaching staff). The consequence for using phones and other devices without permission is a B8 and confiscation of the item. Mobiles will only be returned to parents, who can collect them from main reception on any day after school. If students choose to break this rule, they have made a choice to cause their parents the inconvenience of attending school to collect the item. If parents are unable to collect the mobile during the week, the students can collect them from main reception on a Friday after school.

Refusal to cooperate with a confiscation will result in a C3, parental meeting, Referral or a possible exclusion.

Please Note: Although mobile phones can be brought into school they should remain in the student's bag or locker. They are not allowed to be used on the school site, which includes before school, break and lunchtimes. Students will be allowed to use them outside on the playground afterschool. At all times any type of videoing or photographing is absolutely forbidden.

4. Uniform: students are expected to wear the correct uniform at all times (see details in the *Student Planner* and the *Information Booklet for the Family*). If a student is not in correct uniform they will be sent home following a phone call to parents/carers.

5. Out of Class: during lesson time students are expected to be in class at all times. All students out of lessons should have a valid note otherwise a B8 will be issued.

- **No toilet breaks** are allowed during lessons unless a student has been issued with a note from the doctor that there is a medical condition in which case a toilet card will be issued. Unfortunately notes from parents will not suffice or warrant a toilet pass being issued.

- **No water breaks** are allowed during lessons, except as directed in PE. Water is freely available during break time, lunchtime and lesson change-overs. Students are allowed to drink water in class (please note not in Science lessons) from a water bottle.

6. Corridor Behaviour: any member of staff has the authority to enforce the rules by giving students an automatic B8 detention. All the rules except those relating to uniform also apply to Sixth Form students.

These are the rules:

- Wear visible ID at all times with lanyards worn around the neck
- Wear full uniform correctly including ties, top buttons, shirts and black leather shoes
- Walk purposefully without running
- Use private voices without shouting
- No eating, drinking or chewing
- No physical contact or games
- No electronic devices or headphones visible inside the building at any time
- No disturbance to lessons through windows or doors

7. Eating/Chewing/Drinking

No eating or drinking should take place in any area of the school other than the dining room or outside in the designated areas of the playground. There should be no food or drink consumed in the school building. Only water is allowed within lessons, except in particular subjects e.g. science, where drinking is not allowed for safety reasons.

Chewing is completely banned anywhere in the school building or in the outside areas. Any chewing will result in an immediate B8.

8. In the Dining Room, Playground and Outside the School

Again, the consequence for breaking these rules is a B8 detention:

- Present ID when asked by any staff member at any time
- No electronic devices (except at the designated times and afterschool outside)
- No littering
- Clear away all debris, plates and cutlery after using the dining room
- No pushing-in, in the lunch queues
- Following all instructions from members of staff without argument
- Using private voices without shouting in residential areas

- Crossing the roads in a safe, disciplined manner
- No spitting in the street

Students are expected to treat all school property and the school environment with respect. A B8 will be issued for any deliberate minor damage such as inappropriate use of the toilet facilities, littering or marking the school walls etc.

Serious incidents or failure to cooperate will be dealt with via a C4 Referral or Exclusions.

Persistent failure to bring equipment.

For PE kit and musical instruments, students will receive a B8 on the first occasion they forget within a half-term. However, any further instances in a half-term will result in a C3 Exit and same-day detention.

Failed Departmental Detentions.

If a student fails to attend a departmental detention a C3 will be issued for the following day.

Serious Offences:

In line with the existing school Code of Conduct, there are a number of behaviours that are non-negotiable and will be dealt with by issuing either a C4 Referral or a Fixed Term Exclusion. A C4 offences could also involve a parental meeting and a Fixed Term Exclusion will always involve a parental meeting before the pupil can return to mainstream education.

- Blatant defiance, including walking away when being spoken to by any member of staff
- Violence of any kind
- Abusive language to any staff member
- Racist, sexist or homophobic language
- Harassment or bullying.
- Anti-social behaviour: spitting, graffiti, vandalism
- Damage to property or theft

Any act in public that brings the school into disrepute, any crime relating to violence, drugs or carrying weapons, is likely to result in permanent exclusion.

The Behaviour Support Centre:

In situations where students are repeatedly given C3's, spending multiple days in referral or receiving fixed term exclusions, we will consider placing them in our Behaviour Support Centre. This is part of the same building but it has a separate entrance and dress code to the main school.

This is a 'buffer zone' between the mainstream school community and a permanent exclusion. Each individual will be assessed and staff will deliver a personalised programme

that enables the students to develop the attitudes and skills needed to comply with our Behaviour for Learning rules.

Students will be expected to demonstrate that they are ready to return to mainstream lessons, ready to respect the privilege of wearing the Highbury Grove uniform and ready to engage in learning without disrupting the learning of others.

The message to students in the Behaviour Support Centre is clear: they are only there because of the poor choices they have made and we will not tolerate behaviour that disrupts the learning of other students or spoils the caring environment we have created.

Rewards

We operate a comprehensive rewards system through awarding achievement points, the e Praise system and positive acknowledgements in various forms. We celebrate achievement in all its forms – including academic success, sporting success and engagement with music. 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 receive excellent behaviour grades throughout the year and who have the lowest behaviour points.

“The best thing about BfL is that it means the teachers can get on with teaching and the students can get on with learning”

“BfL has definitely made a difference to our lessons.”

Year 8 students.

“Per Ardua ad Astra”

Behaviour for Learning

