



## Abbey Gate College

| POLICY: Behaviour    |                                   |
|----------------------|-----------------------------------|
| Scope                | Whole College                     |
| Responsibility       | Deputy Head (Pastoral)/Head (IJS) |
| Reviewed & Updated   | September 2026                    |
| Governor Approval    | Vanessa Brodie                    |
| Board Level Approval | Gareth Lee                        |

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## Policy Statement (1)

Throughout Abbey Gate College, we maintain very high expectations and standards in relation to students' behaviours, both with each other as well as with adults. We do expect and accept that young people will make mistakes and regrettable behaviour choices; however, our College context is defined by a clear Code of Conduct and our approach to behaviour management is restorative, aiming to support sustainable and effective reflections on and corrections to any identified misbehaviours, for the benefit of the individual and our wider community.

The College defaults to positive psychology, therefore. There are robust sanctions and consequences in place, as there are in society; however, the College aims to support kind, compassionate, and respectful behaviours through appropriate role-modelling on a daily basis with all members of our community, as well as interventions that focus more on understanding and reason than on fear and threat.

Bullying is always taken seriously and is not tolerated from any member of the College. Further details are in our *Anti-Bullying* policy.

This policy also has regard to the [Behaviour in Schools: Advice for Headteachers and School Staff \(Department for Education, as amended from time to time\)](#) publication, the Children and Families Act 2014 and the Equality Act 2010.

We are committed to working in partnership with other schools, parents/guardians and, where necessary, wider Children's Services to ensure all members of the immediate and wider community have the support and guidance they need to develop appropriate and positive behaviour.

All staff are clear about expectations and procedures within this policy and how they should implement them. There is a separate policy for '*Restrictive Interventions*' and under no circumstances will corporal punishment be threatened or used at any level in the College.

## Policy Statement (2)

- 1) This policy applies to all members of the Abbey Gate College community, including those in our EYFS setting.
- 2) Abbey Gate College implements this policy through adherence to the procedures set out in the rest of this document.
- 3) This policy is made available to relevant parties on the College website at [www.abbeygatecollege.co.uk](http://www.abbeygatecollege.co.uk). This policy should be read in conjunction with the College's *Anti-Bullying, Exclusion, Educational Visits, Online Safety for Pupils, Positive Handling, Safeguarding, SEND, and Wellbeing* policies.
- 4) Abbey Gate College is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the College's *EDI* policy document.
- 5) This policy is reviewed at least annually, or as events or legislation changes require, by the College Leadership Team and the Governing Body. The deadline for the next review is no later than 12 months after the most recent review date indicated above.

- 6) The most recent updates were made as part of an annual review.

### **Key Personnel**

- 1) Craig Jenkinson: Head
- 2) Carole Houghton - Deputy Head (Pastoral) DSL
- 3) Corinna Travis: Head of Infant and Junior School
- 4) Vanessa Brodie: Chair of Pastoral & Wellbeing Committee
- 5) Gareth Lee: Chair of Governing Body

### **Provision (1) – Fundamental Principles**

The following principles and rules apply, to help to promote a positive attitude to behaviour throughout the College, including EYFS.

In an age-appropriate way, rewards may encourage positive behaviours; however, as students develop in maturity and self-awareness, the College rightly promotes increasing responsibility for self and personal integrity, to do the right thing, regardless of any extrinsic perspective or approbation.

All behavioural matters are logged and recorded in the College's MIS, iSAMS, with live reporting of headline data to parents and students through the system and associated Portal.

If a behavioural incident is reported then the College undertakes to ensure that, where appropriate, a full and thorough investigation takes place.

The College recognises that changes in behaviour may be an indicator that a pupil is experiencing abuse, neglect, harm, mental health difficulties or other safeguarding concerns. Behaviour incidents will therefore be considered alongside safeguarding information and, where appropriate, referred to the DSL.

The behavioural expectations within this policy apply to online behaviour and electronic communications where those actions affect the welfare of members of the College community or bring the College into disrepute.

The College will:

- 1) Commit the time required to collect and consider all evidence objectively and empirically, prior to making any judgements.
- 2) Take written student or adult statements, where appropriate, or verbal statements with signatures on agreed notes.
- 3) Review CCTV footage, if applicable (ref. Privacy Statement & Data Protection Handbook).
- 4) Be restorative in approach to most behavioural concerns, which includes:
  - a. Supporting the perpetrator to reflect on and analyse authentically what contributed to the behaviour choice they made;
  - b. Encouraging the perpetrator to consider what they may do differently in a repeat of the situation, and importantly why;

- c. Enabling the perpetrator to recognise and understand the impact of their behavioural choices on others;
  - d. Facilitating, if appropriate, mediation with anyone impacted by misbehaviour, to restore or define a workable relationship, going forward.
- 5) Apply sanctions or consequences with identifiable consistency at individual level, for reasons of appropriate fairness; however, it is to be noted that sanctions may not be openly evident for the College community, since public shame and humiliation are unlikely to support future, positive, sustainable behavioural corrections.
  - 6) Include parents as partners as much as feasible in discussions and interventions, so that Home and School can work together, in supporting any young person's behavioural changes.
  - 7) Escalate serious breaches of the Code of Conduct as swiftly as reasonable, to involve senior leadership or the Head (ref. Exclusion policy).

### **Provision (2) – Code of Conduct**

To ensure every member of the College is clear about expected behaviour in our environment and in different learning spaces, the whole College Code of Conduct (Appendix C) is prominently displayed.

Where pupils experience emotional problems or have communication difficulties, it is recognised that acceptable behaviours may have to be explicitly modelled and taught. The College recognises that behaviour may be influenced by SEND, SEMH needs, disability, safeguarding concerns or other vulnerabilities. Staff will consider whether reasonable adjustments and additional support are required before applying sanctions.

In all cases every pupil should be made clear about what is appropriate behaviour for them but that the good of the College community as a whole is of paramount importance.

The College recognises that management of learning spaces (whether this is classroom, laboratory, sports field etc) and teaching methods play an important role in influencing behaviour. The learning environment offers a clear and visible message as to how pupil efforts are valued. The relationship between the teacher and pupil, strategies for encouraging good behaviour, arrangements of furniture, access to resources and wall displays all have a bearing on positive behaviour.

The Code of Conduct is a one-page summary of key expectations, of which the College Rules provide fuller detail, based on the premise that:

- 1) Pupils should not be prevented from learning by the distraction of individuals.
- 2) Staff should not be prevented from teaching by the inappropriate behaviour of pupils.
- 3) All activities, both in and out of the classroom, should be conducted with due care and attention being given to the safety of all members of the College.

### **College Rules:**

- 1) Pupils must not bring the name of the College into disrepute.

- 2) Bullying, insulting, intimidating or threatening behaviour of any sort, including: racial, religious, cultural, sexist, misogynistic, homophobic, biphobic, transphobic, disability, cyber will not be tolerated.
- 3) “Banter” or “joking” are not accepted or tolerated as justifications or reasons for behaviours, which cause evidential hurt, whether emotional or physical.
- 4) Acts of physical or sexual violence or harassment will not be tolerated.
- 5) Smoking and the possession of smoking materials, including e-cigarettes and vaping, is strictly forbidden within the College grounds. Additionally, the possession or consumption of any products containing nicotine, including synthetic nicotine, is prohibited when a child is under College supervision or is travelling to or from the site.
- 6) The possession or consumption of alcohol is prohibited when a pupil is under College supervision or travelling to/from College.
- 7) The possession or consumption of non-prescribed drugs, or items intended to resemble them, is forbidden.
- 8) Pupils must not sell anything to other students in or around the College site without authorisation.
- 9) Pupils must not use ICT inappropriately.
- 10) Pupils must not cause wilful damage.
- 11) Pupils must not take other people’s belongings without their permission.
- 12) Pupils must be smart in appearance and wear full uniform as defined in the ‘College Uniform List’.
- 13) Pupils must not leave the College site without authorisation.
- 14) Pupils must not chew gum.
- 15) Pupils must attend all timetabled lessons unless permission is obtained from an appropriate member of staff.
- 16) Mobile phones, if allowed in accordance with our Smart Technology Policy, will be turned off and out of sight between 08.35 and 15.50, unless specific authorisation and supervision is provided.
- 17) Chewing gum, laser pens, liquid paper should not be brought into College.
- 18) No offensive weapons - as defined in the Prevention of Crime Act 1953 as “any article made or adapted for causing injury to the person; or intended by the person having it with them for such use by them” should be brought into College. This includes knives, disguised knives and firearms real or otherwise.
- 19) Other prohibited items such as chemicals, fireworks, imitation weapons, alcohol and smoking materials, including vape devices and electronic cigarettes, and any illegal or non-prescription drugs must not be brought into College.

#### Expectations:

Pupils should meet the following standards:

- 1) Undertake all work to the best of their ability.
- 2) Arrive at lessons on time and with all equipment.
- 3) Listen at all times and respect others in the classroom.
- 4) Strive to achieve House Points and Commendations.
- 5) Complete what is set neatly and hand it in on time in lessons and for homework.

- 6) Refer any difficulties to their teacher as soon as possible or report through the College's anonymised reporting system 'Whisper'.
- 7) Be polite and courteous to all pupils, staff and visitors.
- 8) Distinguish between right and wrong and respect the law.
- 9) Develop good and sensible relationships with all members of the College community.
- 10) Respect the fixture and fittings of the College buildings, grounds and gardens.
- 11) Keep away from all vehicles parked on site.
- 12) Move quietly around the site keeping to the left of corridors, paths and stairs, holding doors open for other pupils, staff and visitors.
- 13) Place all litter in the bins provided.
- 14) Treat everyone with kindness, respect and dignity.
- 15) Participate fully in Abbey Gate College's co-curricular and sporting programmes.
- 16) Keep text books, planners, files and exercise books in good order and not deface them.
- 17) Eat food in designated areas only.
- 18) In the Infant and Junior School no personal electronic devices or mobile phones are permitted. Pupils who require a mobile phone for use outside of school hours must leave it at Reception and collect at the end of the day.

Note: All the above apply throughout the school and therefore include members of the Infant and Junior School, where appropriate. Some amendments to the above will be necessary in normal practice at the Infant and Junior site.

### **Provision (3) – Making the Right Choices**

The importance of pupils making the right choices and understanding the consequences of their decisions is important. Where possible, where there are instances of inappropriate behaviour, pupils will always be warned about the consequences of their choices to either continue or take an alternative course of action (which may need to be clearly explained) to allow them to make an informed choice.

### **Provision (4) – Rewards & Praise**

In all aspects of College life we want all pupils to succeed. The College adopts a number of ways in which pupils are praised and rewarded for work and behaviour that exceeds our expectations. This can include; verbal praise; letters of commendation; recognition in assembly; postcards; work displayed; additional responsibilities or House Points.

Positive House Points count towards an individual pupil's total which will be rewarded through the House System by means of certificates (see House Systems, Appendix A and Appendix B).

### **Sanctions**

The College adopts a number of ways in which pupils are dealt with if they break the rules or fall short of our expectations. These can include; verbal warning; allocation of a staff or leadership sanction; and letter to parents. The purposes of these sanctions include deterrence (in a particular incident or a general deterrence), protection (to keep all students safe) and to encourage improvement in conduct and a realignment of shared values and expectations.

Following the implementation of a sanction all pupils will be supported to understand how they can meet the expectations of the College going forward.

Extreme and/or unacceptable behaviour can lead to serious sanctions such as internal suspension, suspension and/or exclusion – (see *Discipline & Exclusion Policy*).

Examples of Rewards and Sanctions:

#### Rewards

*Positive House points*

*Postcards home*

*Praise*

*Corridor Displays*

*Assemblies*

*Head's Commendations / Awards*

*Celebration Evening*

*Stamps and Stickers*

#### Sanctions

*Detention (break, lunchtime)/Time out*

*Detention (after school: HoY, CLT)*

*Temporary confiscation of articles*

*Report cards*

*Isolation from lessons/Internal Suspension*

*Suspension of privileges*

*Exclusion (temporary or permanent)*

### **Provision (5) – Search & Confiscation**

This section explains to College staff when and how they are permitted to search pupils and their belongings, with or without consent. This provision applies to a teacher, or other authorised person who has lawful control or charge of pupils, on school premises or elsewhere, either in the UK or abroad e.g. on a field trip or other authorised activity. It is understood that any action of search or confiscation, beyond the contexts and parameters outlined in this policy, is not permissible.

The College's practice has regard for educational legislation and DfE advice, including:

- Education Act (1996)
- Education Act (Discipline)(2011)
- Education and Inspections Act (2006)
- The Schools Regulations (2012) – Specification and Disposal of Articles
- Screening, Searching and Confiscation (DfE Advice 2018)
- Behaviour in Schools – Advice for headteachers and school staff (July 2022)

Staff may search a pupil for any item, if the pupil agrees, although the ability to give consent may be influenced by the pupil's age or other factors. The Head, and staff authorised by the Head, may search pupils or their possessions, without consent, where there are reasonable grounds for suspecting that the pupil may have a prohibited item:

- a) Bladed objects, such as knives or weapons
- b) Alcohol
- c) Illegal drugs and drug paraphernalia
- d) Stolen items
- e) Any product containing nicotine, including synthetic
- f) Vaping equipment
- g) Fireworks
- h) Pornographic images

- i) Any article that a member of staff reasonably suspects has been, or is likely to be, used:
  - i. To commit an offence
  - ii. To cause personal injury to, or damage the property of, any person (including the pupil)
- j) Any other article, which is identified by the school rules as an item which may be searched for.

Staff may seize any prohibited item found as a result of a search. Staff may also seize any item, however found, which they consider to be harmful or detrimental to school discipline. Under Article 8 of the European Convention on Human Rights, pupils have a right to respect for their private life, which means that, in the context of search and confiscation, pupils have a right to expect a reasonable level of personal privacy. However, this right is not absolute, but any interference with this right must be justified and proportionate, in accordance with the Education Act 1996.

### Informing Parents & Keeping Records

- 1) The College is not required to inform parents before a search takes place or to seek consent to search their child.
- 2) Written records are kept by the Deputy Head (Pastoral)/Head of infant and Junior School of any incidents where search and confiscation are used, within the context defined above. Records of incidents include the following information:
  - a) the name(s) of the pupil(s) involved
  - b) when and where the search/confiscation took place
  - c) the name(s) of any staff or pupil witnesses
  - d) a description of the search/confiscation, including justifications
  - e) the outcome of the incident
- 3) The College will inform parents if a search has been carried out and alcohol, illegal drugs or potentially harmful substances have been found. In all other instances of search/confiscation, the College will inform parents if it is considered appropriate to do so.
- 4) These procedures do not include short-term confiscations of pupil property, such as mobile devices or footballs, for example, which represent minor breaches of school regulations.

### Authorising Staff to Search & Confiscate

- 1) The Head or Head of Infant & Junior School decides which staff have authority to search/confiscate, and this authorisation does not need to be in writing. However, staff must have authorisation from the respective Head for any search/confiscation, as defined by this policy.
- 2) Staff, other than security staff, can refuse to undertake a search.
- 3) Staff can be authorised to search for some items but not others; for example, a member of staff could be authorised to search for stolen property, but not for weapons or knives.
- 4) When authorising a member of staff to conduct a search, the Head will consider whether additional training is required to enable them to carry out their responsibilities.

### Searching with Consent

- 1) Unless the need for a search is considered urgent, staff should inform, as appropriate, the Deputy Head (Pastoral) /Head of infant and Junior School, who will then carry out the search.
- 2) Schools are not required to have formal written consent from the pupil; it is enough for a member of staff to ask the pupil to turn out their pockets, or if the member of staff may inspect a pupil's bag or locker, and for the pupil to agree.
- 3) If a pupil refuses to co-operate with such a search when instructed by a member of staff, the usual school sanctions will apply as they would for any instance when a pupil refuses to co-operate with a reasonable staff instruction.

### Searching without Consent

- 1) The Head, or a member of staff with the Head's authorisation, may search for a prohibited item, as listed above, without consent.
- 2) The person conducting the search must be the same sex as the pupil being searched, and there must be a staff member witness, who should, if at all possible, be the same sex as the pupil.
- 3) The only exception to '2' above permits a search of a pupil without a witness and if the pupil is of different sex, only where it is reasonably believed that there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practical to summon another member of staff.

### Searching Clothes, Possessions, Desks & Lockers

- 1) The member of staff conducting the search may not require the pupil to remove any clothing other than outer clothing. 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear. 'Outer clothing' includes hats, shoes, boots, gloves and scarves.
- 2) Possessions refer to any goods over which the pupil has or appears to have control; this includes desks, lockers and bags.
- 3) A pupil's possessions can only be searched in the presence of the pupil and another member of staff; the only exception to this is stated above in 'Searching without Consent' section 3.
- 4) The authorisation to search without consent enables a personal search, involving removal of outer clothing and searching of pockets, but not an intimate search going further than that, which only a person with more extensive authority (eg. a police officer) can do.
- 5) The school is authorised to search a pupil's locker for any item, provided that the pupil agrees. If the pupil does not give their consent, the locker can still be searched, but only for those items listed as prohibited above.
- 6) Staff can use such force as is reasonable given the circumstances when conducting a search for prohibited items 'a' – 'h' above, but not for 'i'. Further guidance is available in the school's *Physical Restraint* policy.

### Confiscation & Disposal of Items

- 1) A member of staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.
- 2) The member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the circumstances. Where any article is thought to be a weapon it must be passed to the police.
- 3) A member of staff carrying out a search without consent can seize anything they have reasonable grounds for suspecting is a prohibited item (see list above) or is evidence in relation to an offence.
- 4) If a search finds alcohol, this may be retained or disposed of, as considered most appropriate. Alcohol is never returned to the pupil.
- 5) If a search finds controlled drugs, these must be delivered to the police as soon as possible but may be disposed of if the person thinks there is a good reason to do so.
- 6) If a search finds other substances, which are not believed to be controlled drugs, these can be confiscated where a member of staff believes them to be harmful or detrimental to good order and discipline. This would include, for example, some New Psychoactive substances (NPS) -so called 'legal highs'. Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above.
- 7) If a search finds stolen items, these must be delivered to the police as soon as reasonably practicable, or returned to the owner.
- 8) If a search finds tobacco, cigarette papers, synthetic nicotine (often as pouches) or vaping items they may retain or dispose of them, as considered most appropriate. These items are never returned to the pupil.
- 9) If a search finds fireworks, these may be retained or disposed of but should not be returned to the pupil.
- 10) If a member of staff finds a pornographic image, whether real or AI generated, they may dispose of the image unless its possession constitutes a specified offence (i.e. it is extreme or child pornography/CSAM/AI CSAM) in which case it must be delivered to the police as soon as reasonably practicable. Images found on a mobile phone or other electronic device can be deleted unless it is necessary to pass them to the police.
- 11) Where an article that has been (or could be) used to commit an offence or to cause personal injury or damage to property is found, it may be delivered to the police or returned to the owner. It may also be retained or disposed of. In each such instance, the Head will decide the most appropriate course of action.
- 12) Where a member of staff finds an item which is banned under the school rules they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.
- 13) Any weapons or items which are evidence of an offence must be passed to the police as soon as possible.

### Disposing of Controlled Drugs & Stolen Items

- 1) The College may decide whether there is a good reason not to deliver stolen items or controlled drugs to the police. In determining what is a "good reason" for not delivering

controlled drugs or stolen items to the police the school has regard to the following guidance issued by the Secretary of State (Section 550ZC (6) Education Act 1996):

- **In determining what is a ‘good reason’ for not delivering controlled drugs or stolen items to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article.**
- 2) Where staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug they should treat it as such.
  - 3) With regard to stolen items, it would not be reasonable or desirable to involve the police in dealing with low value items such as pencil cases. However, the College may judge it appropriate to contact the police if the items are valuable (iPads/laptops) or illegal (alcohol/fireworks).

### Dealing with Electronic Devices

- 1) If a search finds an electronic device the authorised member of staff may examine any data or files on the device if they think there is a good reason to do so. Following an examination, if the member of staff has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.
- 2) The member of staff must have regard to the following guidance issued by the Secretary of State, when determining what is a “good reason” for examining or erasing the contents of an electronic device:
  - **In determining a ‘good reason’ to examine or erase the data or files the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.**
- 3) If inappropriate material is found on the device it is up to the school to decide whether to delete that material, retain it as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

### Provision 6 – Monitoring and evaluating behaviour

Behaviour is monitored via the collection of data on ISAMS from the following sources:

- behaviour incident data;
- attendance, permanent exclusion and suspension data;
- incidents of searching, screening and confiscation; and
- anonymous surveys for staff, pupils, governors, trustees and other stakeholders on their perceptions and experiences of the school behaviour culture.

This data is analysed from multiple perspectives, for example pupil level or year group level to identify possible factors contributing to behaviour issues and to help inform behaviour policy going forward. Furthermore, this data is analysed by protected characteristics to inform policy and practice to ensure the College is meeting its duties under the Equality Act 2010.

## **Practice (1) – Staff Guidelines for Behaviour (Infant & Junior School, incl. EYFS)**

Pupils are encouraged to behave appropriately at all times, in line with the Code of Conduct (Appendix C), which is displayed in each classroom.

### **Positive Behaviour Choices**

Positive and expected behaviour should be reinforced as outlined below. These are not used to entice children to behave but in recognition of positive choices as the children progress and learn.

#### **Individual**

Pupils receive individual positive reinforcement in a number of ways, including verbal praise, non-verbal signals, postcards home, stamps and stickers, pupil in the spotlight certificates and individual recognition at our annual Celebration Evening. Individual House points are also awarded (see section below)

#### **Group**

Each class begins the year by writing their class norms or agreement based on the Code of Conduct. This is pupil led to encourage investment.

Staff give out class awards to reinforce positive choices and whole class cooperation. These should be handed out to recognise when all the class have worked together to line up well, keep their classroom tidy etc.

House points are also used to reinforce positive group behaviour as outlined below.

### **Inappropriate Behaviour Choices**

Unless immediate intervention from a member of College Leadership Team is required, inappropriate behaviour should be as restorative as possible and can addressed in the following ways.

#### **Verbal reminders**

The class teacher or supervising member of staff may address an issue with the pupil, reminding them of our expectations and reasons why the behaviour is not appropriate. These could include but are not restricted to:

- Talking in class or shouting out at inappropriate times
- Talking in the line
- Thoughtless behaviour
- Not following instructions
- Not handing in homework
- Distracting others
- Mishandling of equipment
- Not being prepared for lessons

#### **Time out**

If verbal reminders have not been effective, time out can be used to help to reinforce expectations. Time out should be as immediate as possible, within the setting the poor behaviour has taken place. Reasons for time out could include but are not restricted to:

- Repetition of the above
- Unkind behaviour
- Misuse of equipment

Time out sanctions will be recorded on iSAMS by the teacher or Teaching Assistant who gave the sanction.

### Behaviour Think Sheets

To support restorative practice, pupils who behave inappropriately are asked to complete a behaviour think sheet. This is not a sanction but allows the child to reflect on the impact of their actions in order to reconcile and move forward positively.

### Further actions

In most cases, verbal reminders and time out alongside the behaviour think sheet are effective in supporting pupils to make positive choices. In cases of repeated behaviour or behaviour of a more serious nature, including fighting, inappropriate language, bullying or threatening behaviour, the class teacher will involve parents (phone call or in person) and the Lead Teacher Pastoral or Head of the Infant and Junior School is informed. They will in turn meet with parents and impose further sanctions, should this be necessary. These will be recorded on iSAMS.

### Practice (2) – Staff Guidelines for Behaviour (Senior School)

Students are encouraged to behave appropriately at all times, in line with the Code of Conduct.

**Positive Behaviour Choices** should be rewarded with verbal praise, positive house points and, where appropriate, other rewards and acknowledgements.

**Inappropriate Behaviour Choices:** Unless in exceptional circumstances (when a student will be escorted directly to a member of the College Leadership Team), the following process should be followed.

Behaviour Charts:

| Inappropriate Behaviour/Appearance During Lessons |                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1                                            | Subject Teacher gives reminder of expectations and opportunity for self-correction.<br>Reminder of Sanction                                                                                                                                                                                                                                                      |
| Step 2                                            | Sanction issued – Recorded on iSAMS. Subject Teacher intervention/detention.<br>Discussion of behaviour choices and realignment of shared values and expectations.<br>HoD and Form Tutor informed automatically through iSAMS and communication home through Parent Portal on pupil profile page                                                                 |
| Step 3                                            | On the 3 <sup>rd</sup> subject-based sanction in one subject in a term, where this is a subject specific concern, not a general concern, the Subject Teacher informs their HoD. HoD holds the detention and discussion (30 minutes) and phone call home is made by the Subject Teacher or the HoD. Form tutor and HoY informed.                                  |
| Step 4                                            | If Steps 1-3 are repeated across 3 (or more) subjects in a term, the Form Tutor will inform the HoY who will contact parents for a conversation (by phone call or in person) and decide on actions needed to create the realignment of shared values and expectations.<br>HoY will hold an after-school detention (1 hour) with student to discuss said actions. |
| Step 5                                            | If Step 4 has not resulted in significant improvement, then the Deputy Head – Pastoral will meet with parents and student to discuss further actions needed to realign values.<br>A CLT detention may be issued at this step.                                                                                                                                    |

| Inappropriate Behaviour/Appearance Outside Lessons |                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1                                             | Teacher gives reminder of expectations and opportunity for self-correction                                                                                                                                                                                                                             |
| Step 2                                             | Sanction issued – Recorded on iSAMS. Form Tutor intervention/detention.<br>Discussion of behaviour choices and realignment of shared values and expectations.<br>HoY informed automatically through iSAMS and communication home through Parent Portal on pupil profile page                           |
| Step 3                                             | On the 3 <sup>rd</sup> 'outside lesson' sanction issued in one term, Form Tutor makes a phone call home to inform parents of issues arising and informs HoY.<br>HoY detention (30 minutes) to discuss actions needed to create the realignment of shared values and expectations.                      |
| Step 4                                             | If 5 sanctions outside lessons are accrued in a term, HoY contacts parents for a conversation (by phone call or in person) to discuss further actions needed to create the realignment of shared values and expectations.<br>HoY after-school detention (1 hour) to discuss with student said actions. |
| Step 5                                             | If Step 4 has not resulted in significant improvement, then the Deputy Head – Pastoral will meet with parents and student to discuss further actions needed to realign values.<br>A CLT detention may be issued at this step.                                                                          |

Teaching endeavours to resolve behaviour issues as promptly as possible; Step 1 is intended to resolve matters and teachers should use Step 2 when behavioural issues have not been resolved. Step 2 is also an alert to parents, Form Tutors and Heads of Year that there is an unresolved issue and further intervention is necessary. This will prompt a Subject Teacher or Form Tutor detention.

All sanctions and detentions should be entered onto iSAMS with detailed notes to report the problem and action taken.

Form Tutors and Subject Teachers will monitor sanctions and contact parents and other members of staff as per the chart above.

### Practice (3) – Behaviour Off-Site

Our policy on behaviour also sets expectations for positive behaviour off-site, where pupils' choices of words, actions, and means of presentation may influence the public reputation of the College. This includes behaviour on activities arranged by the College, which are a very important aspect of the educational experience at Abbey Gate College. These include, for example:

- work-experience placements, educational visits, DoE Expeditions and sporting events
- behaviour on the way to and from Abbey Gate College
- behaviour when wearing uniform in a public place
- conduct on school buses or public transport

### Possible criteria for regulating off-site behaviour

The College will act reasonably both in relation to expectations of behaviour, and in relation to any measures determined for regulating behaviour, when off-site and not under the lawful control or charge of a College staff member. The College will decide what to take into account

in deciding whether a rule or sanction in a particular case is reasonable. The following factors will be taken into account (which may not all apply to every incident):

- 1) The severity of the misbehaviour
- 2) The extent to which the reputation of Abbey Gate College has been affected
- 3) Related to this, whether the pupil(s) in question was wearing uniform or was otherwise readily identifiable as a member of the College
- 4) The extent to which the behaviour in question would have repercussions for the orderly running of Abbey Gate College, and/or might pose a threat to another pupil or member of staff (e.g. bullying another student or discourtesy towards a member of the staff)
- 5) Whether the misbehaviour in question was on the way to or from the College, outside the gates, or otherwise in close proximity to the site
- 6) Whether the action was on work experience, taking part in a course as part of a College programme, or participating in a sports event with another school (i.e. when the pupil might be expected to act as an ambassador for the College), which might affect the chance of opportunities being offered to others in the future
- 7) Inappropriate use of social networking sites, use of ICT, texting etc., using the name of Abbey Gate College (or apparently similar) or making defamatory remarks about staff or other pupils

#### Objectives for regulating off-site behaviour

- 1) to maintain good order on transport, educational visits or other placements such as work experience
- 2) to secure behaviour which does not threaten the health or safety of pupils, staff or members of the public
- 3) to provide reassurance to members of the public about our approach to the care and management of our pupils and thus protect the reputation of Abbey Gate College
- 4) to provide protection to individual staff from harmful conduct by pupils of the College when not on site
- 5) to preserve the good reputation of the College

Many extended school activities take place on College premises. Behaviour during such activities may be dealt with in the same way as for any other on-site activity.

#### Communicating the rules on behaviour out of school

The College will liaise with bus companies to agree how behaviour on public or contract transport should be addressed. Clear statements about rewards and consequences (including loss of access to transport) can improve behaviour. Expectations can be made clear through a 'safe travel' lesson as part of induction to the school. Pupils will be reminded about conduct on transport in Assemblies and Tutor time.

The College's *Educational Visits Policy* standard procedure sets clear statements to parents and pupils about behaviour standards and processes.



## **APPENDIX A: House System – Infant & Junior School**

The House system is designed to help to foster community spirit and encourage competition. There are three Houses at the Infant and Junior School: Abbott, Douglas and Talbot. All pupils are allocated to a House and it may differ for siblings.

### **House Points**

All pupils are encouraged to earn House Points in recognition of appropriate behaviour. Pupils note their House Points in their Prep Diaries. They are also recorded on iSAMS. The weekly totals are announced by House Captains in Celebration Assembly.

Pupils record their house points in their Prep Diaries and are recorded by teachers on iSAMS. They receive certificates for reaching the following milestones:

- 50 HP - Bronze
- 100 HP - Silver
- 200 HP - Gold
- 300 HP - Platinum
- 400 HP - Diamond

The pupils with the most House points collected in their House at the end of the year are rewarded at Celebration Evening with a certificate. The pupil with the most House points in the whole school at the end of the year wins the Rawlinson-Smith House Point Cup at the Celebration Evening.

The members of the House with the most House points at the end of each half term are rewarded with a small treat agreed with the house, e.g. non-uniform afternoon, trikes, bikes and scooters session, film treat. The House with the most House points for the year are awarded the House Cup at the Celebration Evening in July.

To encourage teamwork and to support pupil strengths in a range of areas, competitions are held throughout the year in which the children compete as Houses. These competitions can vary each year and include events such as Cross Country, Quiz, Music Festival and Sports Day.

### **Class Awards**

Class Awards encourage class co-operation. They are awarded to classes when all the children in the class are wearing their uniform correctly, behaving well, lining up well or keeping their classroom tidy. Every week, the class with the most class awards receives a teddy to keep for the week and an extra play time.

### **Other Rewards**

Pupils are praised regularly and alongside the House Point and Class Awards system through verbal praise, the use of stickers, certificates, special privileges and eco-cards. Excellent work and behaviour are recognised in a Celebration Assembly.

## APPENDIX B: House System – Senior School

**Allocation** - All pupils are allocated to a House. The House System is designed to help foster community spirit and encourage competition, vertically across year groups. Funds for charity are raised through the Houses and all pupils are involved in this important aspect of College community life.

**Students** - House Captains and Form Prefects will be chosen from the Sixth Form and Year 11.

**Staff** - All members of teaching staff will be allocated to a House.

### Heads of House:

|                 |   |             |
|-----------------|---|-------------|
| <b>Hastings</b> | - | TBC         |
| <b>Marmion</b>  | - | Mr G Darbey |
| <b>Ripley</b>   | - | Dr S Ball   |

**House Assembly** - A rota of House Assemblies will be published termly.

**House Points** - As part of the College's Reward System pupils are encouraged to earn positive house points which are accrued over a full academic year. House points are noted and authorised by teaching staff in iSAMS.

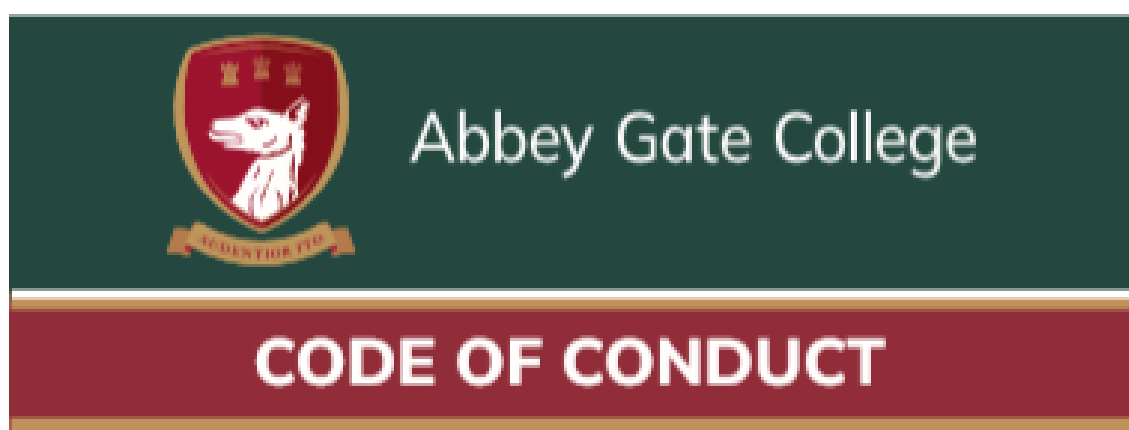
### Positive house points may be awarded for:

- Exceptional acts of kindness, courtesy and respect
- Effort over and above expectations on given tasks
- Achievement over and above expectations on a given task
- Being helpful and considerate
- College tour
- Form activity
- Sporting achievement
- Sustained hard work/effort

Whenever a pupil hits the following totals of House Points in addition to a Certificate they will receive a reward as follows:

| KS3             | KS4             |
|-----------------|-----------------|
| 20 Bronze Award | 10 Bronze Award |
| 30 Silver Award | 20 Silver Award |
| 50 Gold Award   | 40 Gold Award   |

After achieving Gold Award pupils will be working towards the highest number of House Points in their year group:



We always aim to:



Care for our own Wellbeing



Give of our best in learning, perseverance and participation



Uphold our high standards of appearance, behaviour and manners



Be kind, friendly and respectful to all people



Make a positive difference to the lives of others



Respect what belongs to others and care for the environment we all share

**Learning with Courage and Compassion**



SELF



SERVICE



SUSTAINABILITY