

# WOODLANDS SCHOOL

## BEHAVIOUR POLICY AND PROCEDURES

***Procedure/Guidance***

***Policy Issued: Sept 2017***

***Policy Author: B Gandhi-Johnson***

***Reviewed by: B Gandhi-Johnson***

***Date Reviewed: March 2019***

Policies to be read in conjunction with this policy:

- Anti-Bullying
- Managing Challenging Behaviour
- Health and Safety
- Health and Safety on Educational Visits and Trips
- Safeguarding

## **BEHAVIOUR POLICY**

**The underlying principle of our behaviour policy is to reward the positive.** It has long been established that rewards are more effective than punishment in motivating students. By praising and rewarding positive behaviour, others will be encouraged to act similarly. We need to apply rewards and praise fairly and consistently. That means frequent use of encouraging language and gestures around the school that instantly recognises positive behaviour as well as the more formal system of Attitude to Learning points.

The behaviour policy is included in student handbooks and in all communication home including the website. Staff and students are given training in the agreed policy at the beginning of term and in induction for those pupils joining mid-academic year. The training is delivered by the same staff to all staff and students. Positive behaviour is promoted through rewards, assemblies, curriculum content, the School Council and extra-curricular activities.

### **The behaviour policy contains**

1. The general aims of the school
2. A description of the rights and responsibilities of all members of the school community
3. School Code of Conduct
4. Health & Safety
5. A description of how we reward and encourage good behaviour
6. A description of unacceptable behaviour
7. The school response to unacceptable behaviour

### **1) The agreed aim of Woodlands School is:**

**... to inspire all our pupils to want to succeed, and through our curriculum and ethos give them the confidence and belief in their ability to achieve and become the very best they can be.**

Included in our objectives is a commitment to:

- high standards of attendance, behaviour and work;
- providing opportunities for all pupils to achieve success;
- providing the right environment and conditions for learning and study.

At Woodlands School we expect high standards from our students in all aspects of school life, work, appearance, punctuality, attendance, discipline and behaviour. We are very proud of all our students' achievements and aim to meet the needs of every young person.

We aim to inspire all our pupils to want to succeed through our curriculum and ethos giving them the confidence and belief in their ability to achieve and to become the very best they can be. The behaviour of all pupils is discussed at Team meetings with staff (school staff weekly and House staff monthly). This gives the opportunity for praise as well as sanctions and for concerns to be raised.

The School values promote collaboration, self-esteem, leadership, teamwork and personal best.

### **2) RIGHTS AND RESPONSIBILITIES OF ALL MEMBERS OF THE SCHOOL COMMUNITY**

Our values of personal excellence and achievement, respect and friendship, inspiration, determination and courage and equality are implicit in the rights and responsibilities shared by all members of the school community.

- The right to learn and teach without unnecessary interruption
- The right to be treated with respect and courtesy
- The right to be heard and listened to
- The right to fair treatment and personal support
- The right to achieve in a safe environment

Responsibilities that correspond to these rights are;

#### **.... FOR STUDENTS**

- Responsibility to do their best
- Responsibility to treat others as they would like to be treated
- Responsibility to respect the opinions of others
- Responsibility to accept and discuss all offers of personal help and support
- Responsibility to treat the environment with respect and full regard to everyone's safety

#### **.... FOR STAFF**

- Responsibility to create a learning environment in which all students thrive and provide work that brings out the very best in all students
- Responsibility to talk to students in a calm and collected manner
- Responsibility to listen to the viewpoint of students
- Responsibility to treat all students with respect and fairness
- Responsibility to provide additional support and guidance to students where needed.

The school rules and code of conduct reflect these values, rights and responsibilities and are shared with students as follows.

### **3) CLASSROOM CODE OF CONDUCT**

The Classroom Code of Conduct can be found in each classroom. It is reviewed annually through the School Council.

- Be on time and in your seat in all your lessons.
- Do not switch the door bell switch off or any of the lights unless asked to do so by a member of staff.
- Be respectful to your teacher and other students.
- Complete and return your homework on time.
- At the table always sit student – teacher. Leave a space between other students. All conversations must be heard always.
- Do not go to your lesson without the correct teacher.
- Do not go up the stairs unless you have the correct teacher with you.
- Do not touch pupils or staff.
- Wear appropriate clothing.
- Ensure the gate is shut behind you every time you come or leave school.
- Do not walk out of sight.

### **CONDUCT AROUND THE SCHOOL**

- Always act with courtesy and consideration to others including those encountered on your journey to and from School.
- Speak politely to people; Remember the four key words: please, thank you, excuse me and sorry.
- Be silent when you are required to be;
- Move sensibly and quietly around the school;
- Keep the school clean and tidy - do not drop litter or graffiti on school property;
- Remember that bullying of any kind is totally unacceptable;
- Always wear the correct uniform.

#### **4) HEALTH AND SAFETY**

- Do not enter classrooms areas unless a member of staff is present;
- Any phones, MP3/4 players etc must be handed into staff on arriving to school;
- Smoking is forbidden anywhere on or near school premises at all times;
- You must not leave the premises at lunchtime or during the school day unless it has been agreed at your GLM (Good Lives Model) meeting and you have told a member of staff you are going to lunch;
- Keep away from any person working on building maintenance, cleaning or repairs.

Woodlands School expects all students to adhere to the code of conduct and accept the school values and ethos. We actively seek to praise and reward students who model the school ethos. Our first step in ensuring students follow this is to reward the positive behaviour of students who consistently display the types of behaviour and attitudes we expect. Praise and reward can take the form of any of the following:

#### **5) REWARDING GOOD BEHAVIOUR**

- Informal praise: verbal, on the spot, encouraging, positive.
- Attitudes to Learning points (see classroom displays)
- Formal praise: written on work, entered in progress file, pupils sent with good work to the Head teacher:
- Public praise: work on display, in classrooms, around school, on information screens, or mentioned in assembly, shared with governors and House Managers/Link Workers.
- Communication with home: daily handovers, formal reports, letters home for achievement, positive postcards and positive phone calls.
- Raffle ticket and entry into weekly draw from Attitudes to Learning points.
- Boy of the Week nomination.
- Attendance certificates and awards
- Record of Achievement endorsement.
- Attendance and subject awards at Presentation afternoon at Glyndwr University.
- Qualification for privileges i.e. Rewards visits.

Of course, the most valuable reward of all is the achievements and recognition for hard work, resilience and ultimately qualifications.

If students fail to follow the school rules then the following sanctions may be imposed.

#### **6) UNACCEPTABLE BEHAVIOUR AND SANCTIONS**

- **Verbal Warning** – Students may receive two verbal warnings before time is added onto the end of the day or at break times.
- **Break/lunch time** – Spent with a member of staff away from peers.
- **Detention** – Subject teachers may use up to 30 minute detention to be taken after school if thought appropriate. This could be used to make up time lost through late arrival to the lesson or poor behaviour. A written record of serious incidents and sanctions is kept as is a requirement of the Independent School Standards (Behaviour/Incidents Books)
- **Imposing extra work** - this should be used to make up work missed through misbehaviour or lateness to lessons.
- **Working in a quieter environment** – some pupils may need some time away from the main building for a lesson or for longer. Pupils have the option of working in the old school building or the offsite provision. This can only be agreed with the Head teacher and House Manager. It could be that there is a one to one staff pupil ratio. If this occurs then staff would have phone contact and would be near the main office. Teaching would be with doors open and pupils would have different staff coming over for breaks and lunch times. Pupils would only work in this environment for some lessons in the school day or for short periods on time i.e a week.
- **Exclusions** – Woodlands School does not exclude pupils and offers alternative venues for education as this fits in with our ethos of maximising learning time.
- **Persistent negative behaviour** - if a pupil displays negative behaviour for a period of time then it would be discussed via a GLM Meeting and a follow- up with the relevant social worker if required.
- **Incidents of Bullying** – Woodlands School staff would follow the school's policy for anti-bullying and if there was concern regarding the use of bullying using ICT then a pupil would be asked to show any digital devices to staff for checking.

## **7) THE SCHOOL RESPONSE TO UNACCEPTABLE BEHAVIOUR**

If physical intervention is required it would be carried out by trained staff. **Please refer to the We Protect policy for details.** All staff are trained using Managing Challenging Behaviour techniques. Staff have training updated annually for a full day. All staff, through the initial induction programme, complete a two-day course. The Incident Book would need to be completed and a de-brief carried out by the Head teacher after the incident. All of the paperwork would be emailed to the relevant House Manager, social worker and therapist.

Woodlands School prides itself on its consistent approach to behaviour. It allows all staff and pupils to learn in a safe and productive environment. Pupil engagement is high and shows that pupils at Woodlands School want to learn.

