



THE REGENT SECONDARY SCHOOL

Behaviour Policy

Reviewed by the Assistant Principal (Pastoral): October 2024
Previous Review: August 2022
Next Review: October 2025
Approved by the Board: October 2024

RATIONALE:

As a school, we recognise that attitudes, expectations and motivation of all staff have decisive influences on the core values of the school, and that a whole school approach to promoting good discipline is desirable and necessary. All staff have a shared responsibility for all children and should provide a consistent approach at all times. We are aware of the dangers of having preconceived expectations of children, based on gender or racial stereotypes, and of the need to respond to undesirable behaviour appropriately. When children learn to behave responsibly and their behaviour is positively recognised, their self-esteem rises and their motivation to achieve increases. Children must take responsibility for their actions, and should be aware of the choices and consequences that are available to them. Most children can choose appropriate behaviour. If a child does not, it's because they don't know how or they have chosen not to.

OUR SCHOOL RULES AT A GLANCE

IN THE CLASSROOM:

- Be punctual and arrive at lessons fully equipped
- Participate actively in lessons and do all assignments to the best of your ability.
- Listen silently when the teacher is talking
- Work silently when told to do so
- Obey the instructions of teachers and teaching assistants
- Do not walk around the classroom without permission unless it is part of an activity, such as a practical investigation
- Put your hand up if you need help or if you want to ask a question or answer a question
- Do not engage in any form of underhand behaviour during tests and exams that could be regarded as cheating. Copying your homework is a form of cheating.
- If a teacher does not arrive to take your class, line up quietly outside the classroom
- Greet the members of staff that enter your classroom during lessons

- Stand up when a visitor enters your classroom during lessons. If in the library, it would be appropriate to carry on working, only standing up if he/she should approach you personally and speak to you.

IN THE DINING ROOM

- Meals are compulsory for all Students
- Students should go into the dining hall in an orderly fashion
- Every student must queue and wait to be served
- Student must sit at their designated tables
- Students will not converse with pupils on other tables
- Students must eat with cutlery
- Do not talk with your mouth full
- Do not stretch across the table-ask your neighbour to pass the item to you
- Converse in reasonable tones
- Remember to say 'thank you' to those who serve you

SO THAT WE LIVE IN A SAFE ENVIRONMENT: -

- Know the fire drills and carry them out in silence
- Do not run around classrooms, doors, stairwells or corridors
- Do not climb trees or fences
- Do not indulge in "horseplay". Injuries or disputes that arise from play-fighting will be treated in the same manner

AROUND THE SCHOOL

- Open doors for others, in particular adults
- Always acknowledge adults with the appropriate greeting
- Look behind you after walking through a door to ensure you do not let it swing into people coming behind you
- Stand aside to let adults pass on the stairways and in corridors
- Walk on the right-hand side when on the stairways
- Apologise if you walk between people engaged in conversation
- Ask visitors if they are being looked after; offer to escort them to the reception
- When saying goodbye to visitors, eg at the end of a tour of the School, show them to their car and open the door
- Do not talk to adults with your hands in your pockets
- Refer to teachers or visitors as Dr/ Mr/Mrs and surname of teacher, or Sir or Ma'am/ Madam
- Top buttons must be done up and ties properly knotted
- Spitting and swearing will attract a punishment at the Regent School
- Keep your voice at a conversational level, shouting inappropriately is not allowed
- Do not eat around the teaching areas; all food must be consumed in the dining hall
- Only go to lockers during school break times

SO THAT WE ALL LIVE IN A PLEASANT ENVIRONMENT:

- Always be polite to fellow pupils, teachers, secretaries, ancillary staff and visitors to the school.

- Respect the property of other people and report anything that you think might be lost to a teacher.
- Do not take an item that does not belong to you without permission, as this will also be regarded as stealing.
- Always show respect for other people's race, ethnic groups or religious beliefs.
- Do not fight or behave aggressively towards others.
- Do not swear, insult others or call them names.

Any behaviour that brings the name of the school into disrepute is unacceptable and liable to disciplinary action. This applies not only to behaviour when in school but also to behaviour within the vicinity of the school grounds or when wearing The Regent Secondary School uniform.

SANCTIONS AND REWARDS:

The Regent Secondary School aims to promote high standards of behaviour, self-discipline and learning. The purpose of both **rewarding** and **sanctioning** is to promote good behaviour and achieve self-discipline in students. A graduated structure of formal rewards and sanctions to complement less formal measures is necessary. The purpose of a reward is to recognise worthy achievement or effort, to motivate and encourage. The purpose of a sanction is to correct, to deter or, on occasion, to protect. The imposition of a sanction should never be an act of retribution.

THE RECOGNITION AND APPRECIATION OF ACHIEVEMENT:

We aim to ensure that students realise that their teachers are first and foremost interested in their achievements and interests rather than looking for deficiencies in behaviour. Teachers will look for opportunities to praise and encourage pupils during the course of a lesson or an activity. This may be given verbally or as part of the marking process. Positive behaviour is also promoted by the commendation system. Positive behaviour is also promoted by awarding students with **Blue Stars**, staff can award either one or two Blue Stars in any lesson or activity.

Blue Stars are awarded to students for pieces of work of excellence or considerable effort, for an accumulation of very high quality academic work or for exemplary conduct. Blue Stars are recorded electronically on the school's information management system (SIMS). A summary of Blue Stars awarded to a pupil is kept by the Vice Principal Pastoral.

When a student has been awarded 150 Blue Stars the student will be awarded a Bronze Certificate and Badge from the Headmaster. Similarly, after 300 Blue Stars a Silver Certificate and Badge and after 500 Blue Stars a Gold Certificate and Badge will be awarded.

Students who obtain a Gold Certificate will have their certificate issued in a full school assembly together with a gift token.

THE APPLICATION OF A CONSISTENT SYSTEM OF SANCTIONS:

At The Regent Secondary School we prefer the positive approach and if problems do persist, the parents are invited into school, along with the pupil, to discuss and address the situation. Our aim is to include, if possible, the pupil by achieving a workable solution to the problem. However, suspension and finally exclusion remain the ultimate deterrents. The **Red Spots** system is the means of keeping record of significant or escalated behavioural incidents.

Routine classroom management is the responsibility of the subject teacher and infringements of the 'Code of Conduct' or general classroom expectations should be dealt with immediately by that teacher, while all stakeholders in the academic and pastoral line for the pupil should be kept informed.

Sanctions would also apply when infringements occur outside the classroom. It is the responsibility of all staff to deal with such incidents wherever they occur around the school. This is for the mutual benefit of all students and staff. All stakeholders in the pastoral care line of the child must also be kept fully informed of any violations.

SANCTIONS PROCEDURE:

There will be day to day behavioural occurrences where pupils may need to be reprimanded. Incidents such as talking in lessons when not supposed to, lack of equipment, not doing homework or classwork, etc. All these, and instances of similar significance must always be routinely dealt with by the teacher. Granted, such incidents mentioned may be triggers for a Red Spot, but evidence of carrying out certain necessary steps will have to be provided before a teacher attempts to escalate issues beyond their scope of management. Hence the said misdemeanour would be deemed to fall under the category of **persistent occurrence**. Meaning despite appropriate intervention, the pupil is not willing to accede to the teacher's reprimands.

Evidence required

- The pupil has been given a verbal warning(s) and has therefore had a chance to correct inappropriate behaviour.
This can be documented by placing a comment on SIMS.
- If the warning has been ignored, a detention should be served by the pupil. **A mail must be sent to this effect to notify the pupil's parent, Head of Faculty, House Parent and Head of Boarding (for boarding pupils), Form Tutor, and Head of House.**

If the above steps have been taken, and the particular behaviour still repeats itself, a Red Spot would then be issued.

What will a Red Spot Trigger?

A Form Tutor and Head of House of a pupil issued with a Red Spot will immediately confirm that they are satisfied that the teacher has followed the necessary steps leading up to the issuing of the Red Spot.

If no evidence of the teacher following the expected procedure exists, the Red Spot will be rescinded.

If the correct procedure has been adhered to, the Red Spot will remain on record. The pupil will also be placed on a Friday HOH detention. The pupil's Tutor and HOH must immediately explore the need to place the pupil on Report for a minimum period of a fortnight. **Parents MUST be notified if the pupil is placed on report.** Negative comebacks during this period may lead to a Friday (Head of House) detention for the pupil and an extension of the monitoring period.

Immediate Referrals

There are incidents which will require immediate referral to the VP Pastoral or a member of the SMT when encountered. Such as:

- Refusal to attend a detention
- Using foul language
- Bullying
- Truancy
- Open defiance
- Vandalism
- Being in possession of unauthorised items [including gum chewing]
- Altering the school uniform [including removing the top button]
- Inappropriate touching or communication
- Stealing
- Fighting

Incidents listed above or other incidents of similar gravity will incur sanctions ranging from a minimum of a Head of House detention [Friday] to a suspension or expulsion.

Pyramidal System

To make the system consistent for all users, and ensure that repeated misdemeanors are treated the same as more serious infractions, there is a system of escalating sanctions in place. Repeated misdemeanours slowly accrue into more serious offences and therefore punishments, and may eventually lead to the most serious cases being required to withdraw from the school. Students must understand that all their actions, however small, will have consequences.

The escalation of this is to be based on five levels:

Sanction Levels

Level 1

This consists of being placed in a Friday detention. These are run by the current 'House Leaders'. Offenders are placed in the active week's detention and parents receive a minimum of 24 hours' notice in advance. This detention takes place on Fridays at the close of school.

Level 2

If a student receives 3 weekly detentions in any Half-term, they will be given a Saturday Morning Detention, which will be run by the 'SMT' and 'Heads of Faculty' on a simple rotation. The maintenance and recording of this is to be managed by the VP Pastoral who will also send a letter home to parents to let them know that their child has been included for that week and they will be required to ensure that their child attends in uniform at the allocated time. Parents are to be invited to school to discuss the reason for their child being placed in a Saturday detention. Boarding House Parents will also be invited to discuss the situation and look at ways to improve the student's behaviour.

Level 3

If a student gets two Saturday detentions in any Half-term then the student will automatically be placed on internal suspension for one or two days depending upon the situation and events leading up to the suspension. Parents are to be requested to attend a meeting with the VP Pastoral to discuss the way forward. For more serious cases the student may be sent home and asked to remain at home for a set period of time or until the parents have had a meeting with either the VP Pastoral or the Principal.

Level 4

If a student gets a second suspension in any term, parents are to meet with the VP Pastoral and the Principal to decide whether they should be allowed to remain in the school. Students will not return to school until after the parents have met the VP Pastoral or the Principal.

Level 5

If a student gets a third suspension in any given year they will automatically be asked to withdraw from Regent.

It is hoped that the above system will deter students from repeated misbehaviour and that very few if any progress to level three and beyond. Parents should be aware, however, that the process is there to ensure an atmosphere of study and academic excellence. While the system is an escalation from a single red spot all the way up to potential removal from the school, students do not necessarily have to follow the system, for more serious or very serious behaviour such as fighting, students can be fast-tracked to any point on the sanctions ladder.

All of the following sanctions must be administered correctly to ensure consistency and fairness:

(a) Break/Lunchtime detentions.

These may be imposed immediately. Students remain with the teacher, HOF, House Leaders etc. for the duration. This sanction is often used for behavioural/work issues which require a short, sharp reminder.

(b) Removal of a Pupil from Class.

This action will be taken for extreme misconduct or antisocial behaviour which disturbs the learning process for the rest of the class. Students should not be ejected and left to stand in the corridor or wander around unsupervised. They should be relocated to the HOF or VP Pastoral's office. The student may be removed for some or all of his/her lesson. The length of this would be at the discretion of the HOF or VP Pastoral.

(c) Detentions.

A Friday detention is 60 minutes long. For a Saturday Morning, the duration is normally set at two hours and pupils must attend in full school uniform. Work set in detentions should be meaningful and have an academic purpose. On occasion, community service work may be allocated.

(d) Report.

A daily report form may originate from three possible sources: Tutor, Head of House or SMT. The report level will be determined by the circumstances surrounding the need for monitoring the student. Reports must be signed by all class teachers visited by the student throughout the day and by parents at the end of the day. Comments may be included from all parties if required. Continuous satisfactory progress is required in order to come off the report. Students are normally put on the report if they consistently show poor levels of effort. The report forms will be discussed with parents if the situation continues.

(e) Suspension/Exclusion.

Persistent disregard of school rules and expectations would cause a gradual escalation of sanctions, and may ultimately result in temporary removal from school (suspension) or permanent exclusion ("expulsion"). There are also other misdemeanours that can result in immediate suspension or expulsion.

BEHAVIOUR THAT ATTRACTS SUSPENSION / EXPULSION

- . Threatening / aggressive behaviour towards staff or students
- . Using abusive language to staff or student
- . Bullying
- . Lying
- . Engaging in behaviour that is inappropriate for children
- . Getting into a fight
- . Stealing
- . Bringing tobacco, alcohol or drugs onto school premises
- . Bringing the name of the school into disrepute

The list above is not exhaustive, and all incidents of similar gravity that occur will warrant similar sanctions. The sanction will depend on the severity of the action.