

Hollygirt Behaviour and Discipline Policy

NB: Any behaviour reported by students or parents that refers to 'bullying' should be passed to the Head or in their absence the Deputy Head immediately. The Head may decide to delegate the concern but should always be notified in the first instance.

This policy aims to promote a system of values and behaviours that allows students to fulfil their real potential; the Hollygirt Way. We encourage students to be kind and respectful; to treat others as they would wish to be treated and these values are at the heart of the school aims.

Hollygirt School Aims:

- Offer a nurturing and bespoke education that allows students to thrive and achieve their academic potential in small classes.
- Encourage a warm, vibrant, family-orientated community in the heart of Nottingham that aims to develop socially responsible individuals ready for successful lives.
- Actively promote Fundamental British Values through an understanding of respect for themselves, the school and the wider community through our ethos of Kindness, Honesty, Resilience and Hard Work.

This policy will

1. Place the Emphasis on High Standards and Supporting Pupils

All adults in the school community should actively acknowledge positive and caring behaviour and praise actions and words of our students (and staff, parents and trustees) that are kind and courteous and supportive of each other. This can be done through actual compliments to a student or through awarding House Points for courteous behaviour which

are then recorded on Satchel One and in using fully and regularly the rewards systems in school.

(The main change here is that the current Merit system will now represent academic progress and a House Point system for every other kind of good deed and gesture that our students are so good at)

Rewards

Rewards should be frequent and tangible; these can be positive comments; house points; a positive email home; a mention in assembly or other occasions.

New Rewards include:

As and when nominations for a **Head's postcard home**: for resilience - exceptional behaviour /progress -going above and beyond...

House points -as mentioned - for manners /courtesy / Hollygirt spirit (recorded on Satchel One)

- End of year House Points winners Day off timetable to do outdoor activities at a local centre – archery, zip line, raft building etc. or trips to Alton Towers / Go Karting / Laser Tag.
- Termly House Points rewards (for most house points collected that term) – pizza lunch, trip to McDonalds etc
- Rewards for academic work are Merits and are recorded on Satchel One and Bronze, Silver, Gold and Platinum certificates issued in Rewards assemblies at the end of term assemblies. Cultural trips to places of interest to be decided by the students.

2. Progress in Lessons and Behaviour

In order to make the necessary progress, we expect the following from the students:

- Correct school uniform.

- Sensibly moving around the school.
- Be on time with correct equipment.
- Line up sensibly.
- Try your best in lessons.
- Ask your teacher for help if you need it.
- Listen to the teacher -do not talk when the teacher is talking.
- Respect school property.
- Keep your hands to yourself.
- Discuss your learning with the teacher; take advice.
- Do not distract others.
- To avoid making personal and group drama (as per students' code of conduct) – save your energies for learning!

3. Where we Encounter Problems with Behaviour -

1. In class -class teacher after 1st and then 2nd reminder can issue a **ticket** **and / or** a break or lunchtime detention *and must place on Satchel One and send an email home*. In the email home and according to our ethos of seeking to praise – **please could staff also mention something positive about the student** before explaining what the **ticket** is for. If the ticket is work related, then the work should be completed in detention time.

*A **ticket** can be issued in any situation and the purpose of these is to provide useful information to form tutors and HoKs who can monitor patterns in behaviour. If there is nothing positive to say -please seek advice from a HoK / Head before sending the email home.*

2. If no improvement and /or multiple tickets – form tutor is informed, and student may be placed on **tutor report** (at the discretion of tutor and HoK) with positive praise targets for a week. (HoKs to be consulted / informed of

targets) – *parents informed by email home from form tutor about the praise report and the nature of the targets.*

Double tickets may be issued where a child is repeatedly disrupting a lesson and has to be moved to another classroom in order to allow the lesson to continue. Parents will be informed and an email sent home by the classroom teacher. This will be followed with a HoK detention and restorative practice meeting by the senior teacher pastoral. (see step 3)

3. If negative comments on the tutor report or incomplete tutor report - **HoKs detention** after school Monday 3.45-4.45 pm and restorative task (work completion if this is the issue and /or appropriate task possible using FBV as a guide – HoKs to set task in conjunction with staff) – *parents informed by letter (template) and parents collect from school where possible for brief meeting with HoK. HoKs to keep a record of set detentions. HoK detention letter kept on student file.*
4. Student has **restorative meeting** with Senior Teacher Pastoral to reset. STP to contact parents re meeting content and future expectations *by email.*
5. Any further issues - **SLT detention.** Thursday 3.45 - 4.45 pm and parents *in for a meeting with Head /Deputy Head and a letter home that is also filed in the student file.* This is reserved for serious breaches of terms and conditions -bringing the school into disrepute, deliberate damage to school property, persistent refusal to complete schoolwork, persistently disrupting the learning of others, truancy, physical assault, bullying and any situation where an incident or difficulty is exacerbated through not telling the truth. This detention cannot be awarded without consulting the Head /Deputy Head who are responsible for determining the restorative strategies moving forwards. Where there is no improvement and / or as a result of

more than one SLT detention – the school may consider actions in bullet point 6 below.

6. **Suspension – Permanent Exclusion.** On occasion and as per the terms and conditions of entry to the school signed by the parents upon accepting a place, the Head may suspend or permanently exclude a student. This will only happen in grave situations and / or where the student's influence on others either inside or outside of school or progress / behaviour is unsatisfactory. Parents will attend a meeting with the Head and will receive a letter stating the actions that the school is taking. Where this is permanent exclusion, the student will leave the school immediately with their parents. The Head will discuss the matter with the Chair of Trustees.

7. **Appeal** Parents may appeal against the decision by writing an appeal letter where they request the decision to be considered by other members of Hollygirt Trustees. This should happen within a week of the decision and be heard within a month of receipt of the letter. In the interim, the student is not allowed to attend school.

For all email in Step 1 - please ensure HoK is CC'd in

For all email in Steps 2 following please ensure Head /DH /STPastoral as well as HoKs are cc'd in – thank you.

Student Voice: If a student disagrees with a sanction, then they should discuss the issue with their tutor and they may appeal to the Deputy Head / Head. The Deputy Head /Head can review the situation, but their word is final.

Class detentions should be avoided unless it really is the whole class misbehaving.

4. Students with SEND

Due consideration must be given to any student who has an individual need and liaison with the SENDCo / LSA /pupil development officer is essential to tailor the sanction and to seek a move forward. Full use of restorative practice is made with all

students and they are encouraged to use the **'fast brain, slow brain'** strategy that is noted in the students 'code of conduct' - in response to issues they may face.

5. Parents

It is important for our parents to work with us in managing behaviour and where school has deemed a sanction necessary, we would hope for support in this process and a potentially a further sanction at home. Similarly, when a student receives rewards and praise in school, we will seek to inform parents so that praise can be awarded at home too.

No student should receive a sanction that is humiliating, and corporal punishment is forbidden.

6. Malicious Allegations Against Staff

The key procedures to follow for allegations against a member of staff are detailed in KCSIE (part 4) if safeguarding is the nature of the allegation. (see Safeguarding policy) However, if an allegation is found to be malicious, the Deputy Head will carry out an investigation (unless the allegation concerns them) at which point a Senior Teacher will step in. All aspects of a child's circumstances leading them to make the allegation will be considered and necessary referrals to external professionals considered. It may be in the best interests of the child – in the instances where the child's circumstances are such that one can understand what has led to the allegations (such as suffering abuse at home which manifests in a cry for help) and the need for support is recognised- but the teacher / student relationship has -as a result of the allegation- broken down – to recommend leaving for another school. In these circumstances, the current school will work with the student and parents to find an alternative school. The Head will need to be consulted in all situations like these and where a malicious allegation was made and where there is no explanation in the background, this may result in suspension or expulsion from the school.

7. Reasonable Physical Intervention

Reasonable force may be used to stop a student committing an offence in school including damaging school property; committing personal injury to themselves or others or behaving in way that threatens safety in school.

8. Behaviour Investigations

Where there is a serious behaviour issue that warrants an investigation (apart from bullying) the HoKs will work with the Deputy Head /Head and where there is a need - pupil support officer /SENDCo / Senior Teacher Pastoral to potentially:

- isolate a student, take a mobile phone (if they haven't handed it in!), take statements (reminders about the need for truth given)
- inform tutors / parents (If the latter is necessary, the Head must be informed ahead of the communication)
- search student property if safety is a concern
- determine follow up actions

Any implications / recommendations / solutions / resolutions / sanctions are to be communicated to the Head.

Related Policies / Documents:

Anti-bullying policy

KCSIE

Student Code of Conduct

Terms and Conditions of entry to the school

Safeguarding Policy

Supervision of Pupils Policy

Admissions Policy

Appendices

Pastoral Head of Key Stage Detention Letter

Dear Mr / Mrs / Dr.

Your son / daughter (name) has been on positive praise tutor report and unfortunately, the school has not seen an improvement in their behaviour. As such, (NAME) will attend a Head of Key Stage detention on Monday (DATE) with (Member of staff) in Rm (venue) from 3.45 -4.45 pm. We would appreciate it if you can pick them up from this detention so that we may have a quick chat with you in order to move forwards. However, we understand that this may not be possible but would welcome an email from you with a suggestion of how you may 'double up' on this sanction at home.

Following this detention, a restorative meeting for (NAME) will be held with the senior teacher pastoral in order to re set our expectations and offer any strategies to support (NAME) in managing their behaviour.

If we do not see an improvement in behaviour / progress after this detention and meeting, then the next step is a Senior Leadership Detention where there will need to be a meeting with the Head or Deputy Head or both.

Yours Sincerely,

Senior Leadership Team Detention Letter

Dear Mr / Mrs / Dr.

Your son / daughter (Name) is required to attend a Senior Leadership Detention on Thursday after school from 3.45 – 5.00pm. This is because (NAME) has not shown any improvement in their behaviour / progress since the Pastoral Heads of Key Stage detention and a restorative meeting with the Senior Teacher Pastoral that discussed behaviour and strategies to move forwards.

It is of utmost importance that you attend a brief meeting with the Head / Deputy Head (on occasion other Senior Leader) when you collect your son or daughter from this detention so that the implications for continued unsatisfactory progress are made clear and the need for your support discussed.

Your Sincerely,

Head / Deputy Head

Behaviour Steps

1. Teacher polite reminder x1 / x2 and then issues a Ticket - Ticket on Satchel One plus email home from teacher - (something positive too) HoK informed



2. If multiple tickets are issued, student to be placed on Praise report for 1 week with targets set by form tutor /HoK. Form tutor to communicate the targets home.



3. If negative report or incomplete report then HoKs set detention 3.45-4.45 day (tbc). Letter home from HoK - letter on student file. Where possible parents collect and have a quick meeting with HoK.



4. Restorative meeting and strategies for future behaviour management between student / senior teacher pastoral. Parents notified by email of meeting and strategies.



5. If no improvement and for persistent or grave behaviour issues - SLT detention - Thursday 3.45-4.45. Letter home and onto student file. Parent meeting with Head / Deputy Head



6. Where there is no improvement in persistent unsatisfactory behaviour or a further grave incident or incident that causes harm to the school's reputation, the Head may suspend or permanently exclude. A meeting with parents will be held and a letter containing the school's actions issued.



7. Appeal against permanent exclusion is to trustees and must be received within a week of the excusion; the trustees have one month to decide from the date the appeal is received.

Double tickets are issued when a student has to be asked to leave the classroom for disrupting the lesson and sanction is applied at step 3 -HoK detention and restorative practice.

Please parents, work with us to and echo praise and sanction at home where we praise and sanction in school.