



PARENTS/CARERS' GUIDE TO BEHAVIOUR MANAGEMENT AT PITTVILLE SCHOOL

Please Keep Safely For Future Reference

INTRODUCTION

Pittville School uses a behaviour management system called Behaviour for Learning (BFL). It is all about giving students choices. Put simply, when students work hard and behave well they are rewarded; if they choose to misbehave and break the rules there will be a consequence.

This guide covers most of the main aspects of our behaviour management system. However, there is more information available on our website where the various different policies we use can be found.

ATTENDANCE

Good attendance is really important to doing well at school. There is a clear link between good attendance and good academic performance in GCSEs at the end of Year 11. If a student has poor attendance it is very hard for them to make the same level of progress as their peers. One of the most important things you can do as a parent is to make sure your child attends school every day.

To encourage good attendance we give certificates to students with 100% attendance each term. We give out prizes for the tutor group with the highest attendance; for students with 100% attendance; and for students with a big improvement in their attendance.

For students with poor attendance there are regular meetings with their tutor and/or other senior members of staff. We will also phone and text parents/carers regularly to check on why students are away. We may also pay home visits to check on absent students. Our minimum acceptable attendance is 97%. This works out at no more than one day off every month. Unless a student has a diagnosed medical condition we would not expect them to be absent from school more often than this and we may ask for medical evidence to explain any absences if they are away too often. Finally, as it is a legal requirement for parents to ensure their child is attending school regularly, for really poor attendance we will involve the Local Education Authority (LEA) who can issue a fine (Fixed Penalty Notice) or even take the case to court.

LATENESS

We expect all students to be at school by 8.30 and registration starts at 8.35. Students who arrive after 8.35 are late and will do a 20 minute detention at lunch (unless there is a valid reason for their being late – parents please phone reception or send them in with a note to let us know why they're late). Students who are repeatedly late will also be issued with after school detentions. Students who arrive after 9.45 (without a valid reason) will be marked absent for the whole morning session. The parents/carers of students who are repeatedly late in this way will be referred to the LEA and may face a fixed penalty notice or other legal action.

HOMEWORK

Homework is an essential part of learning and helps all pupils develop as independent learners. We ask you as parents to support your child by making sure they regularly complete their homework. Pupils who don't complete homework may be issued with either a break, lunch or after school detention. Students who repeatedly fail to complete homework on time will be required to attend homework club. If you would like your child to attend homework club to extra support please speak to the SEND Department or you child's Head of House.

SCHOOL UNIFORM

School uniform is central to our school community and identity and helps us maintain high standards of behaviour and hard work, so it is important that all students wear the correct uniform in the correct manner at all times. Not all items sold in shops as school uniform are acceptable at Pittville School and parents/carers should be aware of Pittville's uniform requirements. A brief description of our uniform is below:

- Trousers – plain, black classic style trousers. These should be straight legged and not a tight, 'bootleg', 'drainpipe' or 'jeans' style nor should they be 'low-rise'. There should be no large belts or buckles. Trousers should not be made out of a denim or canvas and there should be no metal studs.
- Skirt – plain black classic style skirt that is either straight or pleated. Skirts should not be tight, slit, or made of stretch fabric/lycra. The hem of the skirt should be no more than 5cm above the knee.
- Shoes – black hard soled shoes, no trainers regardless of colour, canvas shoes or boots of any description
- Jewellery – one wrist watch. One small single stud in each ear lobe - no sleepers or large studs. No other visible piercings e.g. nose, lip, eyebrow, ear cartilage (Note – nose studs may be permitted on religious or ethnic grounds with the agreement of the Head of House)
- Make-up – no excessive make up or hair colour (this will be at the discretion of staff).
- Hair – no extreme hair styles (this will be at the discretion of staff). Extreme hair styles would include dyed hair and skin-head or Mohican haircuts.
- Religious Clothing - Pittville School allows students to wear various headdresses that are required due to religious observance, including the hijab, yarmulke and turban. These can be worn in addition to the full school uniform. The Main School uniform may not be replaced by alternative religious clothing. Any headdress that is to be worn due to religious observance must be plain black.

If a student is attending school with incorrect uniform we would expect them to have a note explaining why and indicating when they will be back in their correct uniform. All students without correct uniform will be required to attend supervised break and lunch sessions in Room 4 (including those with a note explaining the reason for the uniform issue). In exceptional circumstances a student's Head of House may issue a uniform card excusing a student from attending Room 4 at break and lunch. Students whose parents/carers have provided the school with an explanation for the uniform issue will be allowed to use computers or read in their supervised break/lunch sessions. Where no explanation has been provided the students will complete a uniform detention and will be expected to fill in School Expectations Sheet.

ITEMS BANNED IN SCHOOL AND CONFISCATION OF BANNED ITEMS

There are two sets of legal provisions which enable school staff to confiscate items from pupils:

1. The general power to discipline (as described in *Discipline in Schools – Teachers’ Powers*) enables a member of staff to confiscate, retain or dispose of a pupil’s property as a punishment and protects them from liability for damage to, or loss of, any confiscated items.
2. The power to search without consent for prohibited items including:
 - knives and weapons
 - alcohol
 - illegal drugs
 - stolen items
 - tobacco and cigarette papers
 - fireworks
 - pornographic images
 - any article that has been or is likely to be used to commit an offence , cause personal injury or damage to property
 - any item banned by the school rules which has been identified in the rules as an item which may be searched for

All of these items are banned from school and there would be serious consequences for any student who brought any of these items in to school. Where necessary items would be passed on to the police. Any confiscated tobacco products, matches, lighters or electronic cigarettes and liquids will be disposed of.

OTHER ITEMS BANNED IN SCHOOL

- All electrical equipment (except calculators); this includes personal stereos, computer games, ipods, MP3 players, etc.
- Electronic cigarettes and liquids
- Cosmetics
- Aerosol sprays (these are a problem for some students with asthma and can cause problems when used in enclosed spaces, such as changing rooms, and are banned for this reason)
- Any large sums of money (these will be returned to parents)
- Medication (any medication must be labelled and given to reception)
- Solvent based glues, correcting fluids (Tipp-Ex, etc)
- Chewing gum
- Energy drinks (such as Red Bull or Monster)
- Cans of carbonated drinks (such as Coke)
- Jewellery (rings, nose studs, etc)

MOBILE PHONES

We advise against students bringing mobile phones (or any other electronic devices) to school and students who choose to bring phones to school do so at their own risk. Phones are allowed in school only if they are kept out of sight in a bag or a pocket.

Mobile phones are not allowed to be used in school unless used with the express permission of a member of staff or are used in a phone zone in the canteen at lunch. Phones used in school (other than as specified) will be confiscated. Confiscated phones will be left in reception and can be collected by the student at the end of the school day. In circumstances where students repeatedly use their phone in school, or where a student refuses to immediately hand over their phone upon request from a member of staff, the phone will be kept until collected by a parent and the student may be issued with a consequence.

REWARDS

Rewards are the most important part of BFL. Students who work hard and follow the rules are rewarded with Praise Stamps. Praise stamps also count towards earning Bronze, Silver or Gold Merit Awards. There are also reward trips and events which students can earn a place on (with good behaviour, hard work and good attendance). Our biggest reward event is in October of each year when we run a whole school reward trip to Drayton Manor Theme Park for all of our students. To earn a place on the October reward trip students need to have met the following criteria in the previous school year: to have at least 95% attendance; to have no more than three behaviour points for the whole year; and to have achieved their Bronze Merit Award (100 House Points). Reward films throughout the year will work in the same way with students needing to have 95% attendance, zero behaviour points and 20 house points for the previous half-term. Where a student has not met their these targets due to exceptional circumstances (such as an ongoing medical issue) their Head of House may use their discretion and set slightly lower targets for that student.



CONSEQUENCES (reviewed 2017)

As well as rewards, BFL also has sanctions for when students get things wrong and fail to meet our expectations. These are called Consequences and can be issued by any member of staff either in lessons or around the school at any time of the school day. We can also issue consequences for things which happen outside school but which have an impact upon students in school. This might include internet bullying or poor behaviour on the way home from school. The consequences are:

- C1** 1 behaviour point
- C2** 2 behaviour points and the student is isolated for 1 day and is at risk of exclusion (see Code of Conduct)

Behaviour Points are like the points on a driving licence. At 10 points a student goes on report card (we will send a letter home informing parents); should they reach 20 points in a term they will spend a day in isolation and may be put on a Behaviour Plan. At 30 points (which is very rare) a student would spend 2 more days in isolation. Behaviour Points are reset to zero at the end of each term so all of our students get a clean slate at the beginning of every new term.

DETENTIONS

Detentions can be set by any member of staff and can be run at break, lunch, after school or on INSET days. Staff will record the reason for the detention on SIMS (our internal computer system) along with the length of the detention (this will not always be necessary for short break or lunch detentions). Lunch detention should still allow students enough time to eat their lunch. Break detentions can be for the whole of break if necessary.

School detentions will be run after school for up to one hour. Letters will be issued to students through their tutor and a text alert will be sent to parents informing you of the detention and asking you to read the letter which has been sent home via your child. A student failing to pass on a detention letter to a parent would not be seen as a valid reason to postpone a detention. We would ask you to note that detention letters are not issued to seek permission for the detention but rather to inform you of the specific details of the detention. By choosing to send your child to Pittville School all parents/carers agree to support the school's Behaviour Policy including the use of after school detentions. We are happy to discuss any concerns you wish to raise over a detention but these should be addressed to the member of staff who issued the detention. However, detentions will only be revoked if the member of staff feels they made an error in issuing the detention. Our guiding principle will always be was the decision to issue the detention right and fair? If it was then the detention will stand even if parents/carers disagree with the decision and are unsupportive of it. Detentions can also be run on INSET days and attendance is compulsory for students directed to attend.

NOTICE OF DETENTIONS AND SAME DAY DETENTIONS

Please be aware that there is no longer any legal requirement to give 24 hours' notice of detentions. However, most after school detentions will be issued by text and letter with at least 24 hours' notice (unless there is a specific reason to hold a same day detention). Same day detentions of up to one hour can be run where it is deemed appropriate by a senior member of staff (a member of SLT, a Head of House or a Head of Faculty). Should your child be placed in a same day detention we will do our best to inform you by phone or text message.

MISSED DETENTIONS AND REARRANGING DETENTIONS

School detentions are held every night of the week, from 3.10pm until 4.10pm. Students are expected to either copy out the school rules in their detention, or complete work set by the teacher who has set the detention. They are not allowed to leave detention until this work has been successfully completed. If they fail to attend a detention they will be issued with a C3 and the detention will be doubled (i.e. if they miss a 30 minute detention they will do a 1 hour detention the next day). Should they fail to complete the 1 hour detention they will be issued a C4 and be placed in isolation until 4.10pm on their next day in school. If they miss a detention due to being absent from school they will obviously not be issued with any consequences but they will be expected to complete the detention on their first day back in school.

We realise that after school detentions can cause issues with transport but these are not seen as a reason to miss a detention. If your son/daughter has transport problems which make it difficult for them to attend a detention we will be happy to change the after school detention to a break and lunch detention but we will only do this once in an academic year. Should your child get a second detention they will be expected to do it after school and we would ask you to make alternative travel arrangements.

ISOLATIONS

Isolation is a very serious sanction. Students spend the day in one of our withdrawal rooms or are placed with a senior member of staff, in their office or classroom, for a whole day. Isolation automatically runs until 4.10pm each day and students are expected to work in silence throughout the day. Students will have their work sent from their lesson but at break and lunch they will be given detention sheets to complete. Failure to work to the high standard expected of a student placed in isolation will mean they fail the day and they will have to repeat it. Student who fail isolation also place themselves at risk of being excluded from school.

BEHAVIOUR OUTSIDE OF SCHOOL

If there are problems with the behaviour of our students outside of school (including at the weekend or at night) we may still issue consequences (especially if this will affect students in school or if it involves bullying). We may also issue consequences for any negative behaviour on the internet (for example on social media) which we consider to be bullying or which might damage the reputation of the school. These consequences could be a detention, isolation or in really serious cases an exclusion. The school's powers to discipline beyond the school gate are covered in the Behaviour Policy and also in the Department for Education publication ['Behaviour and discipline in schools - Advice for headteachers and school staff, January 2016.'](#)

EXCLUSIONS

For really serious instances of poor behaviour, or for repeated defiance of school rules, the Headteacher can take the decision to exclude a student. Most exclusions will be for between one and five days. Each incident is taken on its own merits and we do not have a set 'tariff' for exclusions. For more information about how the school uses exclusions please see the Exclusion Policy on the school's website.

USE OF REASONABLE FORCE

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:

- a. committing any criminal offence
- b. causing personal injury to, or damage to the property of, any person (including the student him/herself)
- c. prejudicing the maintenance of good order and discipline at the school or among any students receiving education at the school, whether during a teaching session or otherwise.

Behaviour and Discipline in Schools - January 2016 also states:

38. Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

39. Head teachers and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

What this means is that in certain circumstances staff have the legal right to use reasonable force to make sure that students, and staff, are kept safe and also to ensure the orderly running of the school. This only ever happens in exceptional circumstances and we will always tell you about it should it involve your child.

PARENTS' BEHAVIOUR

Often we as a school and you as parents communicate and seek the support of each other in the management of behaviour both inside and outside of school. It is important that we work together through modelling positive behaviours in discussions. On very rare occasions that doesn't work and it is school policy that any adults who swear, behave aggressively or conduct themselves inappropriately will be challenged. This may include, in extremely rare circumstances, exclusion from the school premises or prosecutions. The welfare and safety of students and staff is paramount and everyone has the right to be respected.

CONFIDENTIALITY

There are often occasions when we will need to discuss the behaviour of your child as it relates to other children (for example when there has been a fight or when bullying has taken place). Where this occurs, we will only discuss your child's behaviour with you and not with the parents of the other children. We are happy to listen to any concerns you may have about other children at the school but we will not be able to discuss their behaviour with you or have discussions about any consequences they may have received.

PARENTAL SUPPORT

We realise that as parents you will always want the best for your child. As a school and as teachers we also want the best for all of the pupils in our care. We want them to engage fully with the opportunities which we offer at Pittville. We want them to develop and become happy, confident and well-rounded individuals. And we want them to achieve the very best results that they can in all of their subjects. To make this possible we know that your support is essential. Therefore, we ask that you support us in making sure that your child fully understands the importance of good behaviour in school.