

Behaviour Policy



THE
LONG EATON
SCHOOL



Review date: September 2023

Responsible Officer: Mark Shipman, Principal

Introduction

This document sets out the arrangements for the variety of methods used to reward and sanction student behaviour at The Long Eaton School and details of the procedures and practices implemented in line with the Trust policy for behaviour and exclusions. The purpose of the policy is:

- To affirm the school's commitment to promoting positive behaviour and ensuring a well ordered environment in which effective teaching and Learning can take place.
- To fulfil the Governors' duty of care to students and employees.
- To outline the roles and responsibilities of staff within the school.
- To detail the procedures to be followed by staff when dealing with behavioural issues.

Our strategy

Our behaviour and standards strategy at The Long Eaton School focuses on the following areas to support students:

- Before school
- Learning
- Out of learning
- Learning Support Unit
- Rewards

Related Policies, Statements of Practice and Procedures

- SEN Policy
- PSHE Policy
- Attendance and Punctuality Statement of Practice
- Safeguarding Policy
- Peer on Peer Abuse Policy
- Safeguarding Statement of Practice

Rewards

The role of rewards and praise in recognising and promoting The Long Eaton School's values is a key component of developing the potential of our students by giving them encouragement and praise. We endeavour to catch and celebrate every students' achievements both inside and outside of the classroom and believe that good behaviour is also best promoted and developed by drawing attention to and rewarding well behaved and hardworking students via a range of different opportunities and forums.

Student's efforts and achievements are rewarded through the allocation of positive points using Go4Schools, which is live online for all parents, carers and students to access at all times. Positive points are handed out for a variety of different reasons such as a positive contribution to a class, outstanding homework, regular attendance and also punctuality amongst others. The accumulation of these points results in certification at various levels (Bronze, Silver, Gold and Platinum) along with many other rewards on a termly basis; these include early lunch passes breakfast/lunch with senior leaders and reward afternoons. Student achievements, both in and out of school, are also celebrated through our termly reward assemblies. These assemblies recognise students who have made an outstanding contribution to their lessons and have been nominated by their teachers for a termly department award. Nominations are emailed out to the relevant parents/carers prior to the assemblies and subsequent winners are announced during the rewards assemblies.

We look to reward students for achievements in the short, medium and long term by implementing the following:

Short term

- Good news postcards
- School values cards for our fortnightly prize draw
- Year Leader recognition for attendance and behaviour certificates

- Positive phone calls home

Medium term

- Half term celebration
- Celebrate Long Eaton student of the week
- Weekly awards presented in assemblies
- Early lunch passes

Long term

- Subject certificates presented in assemblies to acknowledge achievement, progress and attitude to learning
- Rewards badges for excellence – attendance, attitude to learning, contribution to school, special recognition, Principal award

Sanctions

At The Long Eaton School, we promote outstanding behaviour and have consistent standards and expectations of our students. However, where behaviour does not meet our high expectations, there is a clear sanctions system which all of our staff follow. We believe this system ensures a fair and consistent approach for all which helps to underpin our education focus whilst maintaining discipline and mutual respect between students, staff and students and all in our community with the school environment at all times.

Warning 1 (warn) - Indicates that the student is not meeting the standards expected and a change in their behaviour is required. Staff will make it clear what the warning is given for and will allow students the opportunity to improve their behaviour. This warning is not logged.

Warning 2 (move) - If behaviour hasn't improved, the student will be issued with their second warning. This is a final reminder of the need for the student to improve their behaviour. At this stage the student will be asked to move seats in the classroom to try and support them to modify their behaviour.

Warning 3 (remove) - If behaviour hasn't improved, the student will be issued with a removal. This will be logged as a negative point on Go4schools. At this stage the student will be collected by a member of staff on walkabout and taken to RESET for the remainder of the lesson. A 30min detention will be issued. This will be on the same day if before lunch or the following day if after lunch. Parents will be notified of detentions in advance. If a student receives 2 lesson removals OR 2 negatives in one day they will be taken to the Independent Learning Unit (ILU) for the remainder of the day and then be issued a 60min detention after school.

In addition to the above, a number of behaviours will trigger an immediate negative point, time in RESET and a 30min after school detention OR time in ILU and 60min after school for 2 negative points / serious incident (this will take place on the same day if before lunch or the following day if after lunch). These include:

- Swearing/inappropriate language around the school (not at a member of staff);
- Disrespect of another student, staff member or of the environment;
- An act of defiance;
- A persistent uniform issue;

Failure to attend a 30min detention will lead to a 60min detention. Failure to attend a 60min detention will lead to an SLT 90min detention on a Friday. Failure to attend an SLT detention will lead to a day in ILU and a 60min detention after school.

Students receiving more than one visit to the Independent Learning Unit in a week will be supported and challenged to modify their behaviour in the following ways:

- Two visits to the ILU in a week – Report to Year Leader for one week
- Three visits to the ILU – Report to SLT for one week

- Four visits to the ILU in a week – Parental meeting

At the start of each half term there will be a reset in terms of sanctions with students receiving an opportunity to display positive behaviours.

Punctuality

Punctuality to learning and school is important to a conducive and purposeful learning environment. To support this students must ensure:

- They arrive at school in time for line up at 8.30am
- They arrive at lessons prior to the second bell (late bell)

Failure to arrive to school or lesson on time, will result in a 30min detention after school.

Serious incidents will incur a one hour after school detention and a more serious sanction such as the Independent Learning Uni or fixed term exclusion. These behaviours may include:

- Inappropriate language towards staff
- Dangerous behaviour
- Repeated defiant behaviour
- Racist/homophobic/transphobic behaviour
- Physical aggression
- Peer on peer abuse
- Poor behaviour in the Isolation Room

When poor behaviour is identified, the school will use a range of disciplinary measures including, but not limited to:

- Verbal reprimand
- Moving of seat in a classroom setting
- After school detention *
- Removal to the Independent Learning Unit**
- Offsite Seclusion (another Academy within the Trust or Partnered School)
- Regular reporting to monitor behaviour and standards in and out of lessons
- Pre Exclusion warning
- Fixed term exclusion

*DfE Guidance 2016 states that parental consent is not required for detentions. School should consider whether suitable travel arrangements can be made by the parent for the student. It does not matter if making these arrangements is inconvenient for the parent. We hope that parents support us in raising and maintaining standards of behaviour and standards to ensure high quality teaching and student progress.

**DfE Guidance 2016 states that schools can adopt a policy which allows disruptive students to be placed in an area away from other students for a limited period. At The Long Eaton School, our expectations are clear and information about our behaviour and standards policy is regularly presented to students.

The Power to Discipline beyond the School Gate

The Long Eaton School will regulate student behaviour in circumstances “to such extent as is reasonable”, when a student behaves in such a way that contravenes the school codes of conduct off the school premises and which is witnessed by a staff member or reported to the school by a parent or member of the public.

- Therefore a student may be disciplined for any misbehaviour when the child is:
- Taking part in any school organised or school-related activity
- Travelling to or from the school
- Wearing The Long Eaton School uniform/ PE clothing
- In some other way identifiable as a student at The Long Eaton School

- Could have repercussions for the orderly running of the school
- Poses a threat to another student or member of the public
- Could adversely affect the reputation of the school

The fact that any poor behaviour has taken place outside of the school is likely to be regarded as an aggravating factor when deciding an appropriate sanction. The Principal will also consider whether it is appropriate to notify the police of the actions taken against a student. In cases where the behaviour is criminal or poses a serious threat to a member of the public the police will be informed.

The Use of Mobile Electronic Devices - (Hear it, See it, Take it)

The school recognises the desire of some parents and carers for their child to have a mobile phone in order to make contact for safety purposes. If mobile phones or other electronic devices are brought into school, they must be kept out of sight and switched off during the school day. In the case of an emergency, the mobile phone may be used before and after school for a parent to be in contact with the student. During the school day any contact with the student should be made through Student Services or Year Leaders. If a student is using a mobile phone or electronic device without permission, the device will be confiscated and collected from reception at the end of the day. If a device is confiscated more than twice in one week, then parents must collect this from reception.

Support for our Students

There are several different facets to the support on offer for our students and all play a crucial role in helping our students thrive during their time with us.

- **Form Tutors-** Each student has a form tutor who will, where possible, stay with them from Year 7 until Year 11. Our tutors see their forms every day for 30 minutes in the morning and are there to offer advice and support as well as deliver our PSHE curriculum. They also have a role in setting our standards at the start of each day with regards to behaviour, attendance and uniform. Students meet their tutor each morning at 8.30am for line up.
- **Year Leaders-** Our five Year Leaders oversee all aspects of each year group and are the first contact for any behaviour incidents. They are the main contact for parents and carers. They are all trained deputy Designated Safeguarding Leads and work with a variety of agencies to help support our students. They meet all students daily at line up and give out key messages for the day.
- **Student Support-** Some of our students will be referred to Student Support to engage in strategies to help develop their behaviour. They are referred to the team by the Year Leader to be part of intervention programmes with the intention of reengaging with our standards and expectations. These programmes are run by our student support mentors and are temporary programmes where students are given approaches to enable them to be independent to the Student Support team in the long term.
- **Positive Outcomes Department (POD)** - Student support for those who have behavioural difficulties and also have SEND, will be supported in a similar way in the POD with the Learning Support team.
- **Line up** – This takes place daily. All students meet their Tutor and Year Leader at 8.30am. During line up uniform is checked and key messages for the day are given to students.
- **Late bells** – Attending learning on time is important to a conducive learning environment. To support students two bells ring each lesson. One is to signify the end of a lesson and the second one is to signal when all students should be in lesson. Any student out of lesson without approval from a member of staff after the second bell will be sanctioned via the Independent Learning Unit.
- **RESET** – Where a student has received a negative point for failure to meet classroom expectation or academy standards in and around the school, they will be taken to RESET for an opportunity to reflect on their behaviour until the end of the lesson. This is designed to encourage students to avoid repeating the behaviour later in the day. Whilst in RESET, students will follow their curriculum through the use of knowledge organisers and exercise books. RESET is staffed by Year Leaders and members of the Student Support Team.

- **Independent Learning Unit** – When a student’s behaviour is deemed unacceptable they will be sanctioned via the Independent Learning Unit. This is designed to support and correct student behaviour. Whilst in the Independent Learning Unit, students will follow their curriculum through the use of knowledge organisers and exercise books. The Independent Learning Unit is staffed by the Independent Learning Unit Manager, Year Leader and a member of SLT on rotation.
- **Breakfast club** – Each morning all students are welcome to our breakfast club. This will provide an opportunity for students to receive a free breakfast prior to the school day commencing. Breakfast club starts at 8.10am each day.

16+ Students are role models to younger students in the school

Behaviour in TLES Sixth Form

As active members of the whole school community, 16+ students serve as role models for our younger students. Excellent behaviour in the sixth form is characterised in the same way as it always has been: our students work respectfully and safely, maintaining positive relationships with staff and other students. Our 16+ students are known for their own high standards of personal behaviour. Students at The Long Eaton School Sixth Form display excellent behaviour by adhering to the following expectations.

- Being polite and courteous to all other members of the 16+ and wider school community
- Maintaining the clean and tidy 16+ centre environment, looking after furniture and all other resources
- Eating **ONLY** in the common room and **NOT** in the study centre, or classrooms. Food is **NOT** to be taken into the main school buildings
- Moving around the Main School buildings quickly and quietly so as not to disturb any classes in an orderly manner
- Using Mobile devices **ONLY** in the Sixth Form Centre and **NOT** in the Main School - Mobile phones are switched off and in bags whilst in the Main School
- Wearing appropriate clothing in line with 16+ Dress Code of Conduct
- Adhering to and responding quickly to all directions and instructions given by the school staff
- Reporting matters of safety appropriately to a member of staff when necessary
- Maintaining appropriate personal hygiene in all areas of the school
- Bringing all appropriate subject specific resources to lessons. This may include the student Knowledge Book
- Arriving at the classroom in a timely manner and remaining in the lesson for its entirety
- Complete all class work and homework in readiness for lessons
- Respectfully engaging in their lessons with focus, and responding positively to feedback to improve work where necessary

Appendix I - Guidance on Screening, Searching and Confiscation

This guidance is related to the following advice which will be kept under review and updated as necessary:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf

Searching with Consent

School staff can search students with their consent for any item which is banned by the school rules. Any search conducted will be recorded on Archway Protect. The school reserves the right to use a handheld metal detector when conducting searches of students.

Searching without Consent – What the law says:

What can be searched for?

- ✓ Knives or weapons
- ✓ Alcohol
- ✓ Illegal drugs
- ✓ Stolen items (referred to in the legislation as ‘prohibited items’).
- ✓ Tobacco and cigarette papers
- ✓ Vapes
- ✓ Fireworks
- ✓ Pornographic images
- ✓ Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence or to cause personal injury to, or damage to property of, any person (including the student).
- ✓ Any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Confiscation

- ✓ School staff can seize any prohibited item found as a result of a search. Once seized, prohibited items will either be handed over to the police or disposed of. Said items will not be returned to students nor collected by parents. School staff can also seize any item, however found, which they consider harmful or detrimental to school discipline.

Can I search?

Yes, if you are the Principal or a member of school staff authorised by the Principal.

- You **MUST** be the same sex as the student being searched; and there must be a witness (also a staff member) and, if at all possible, they should be the same sex as the student being searched.
- There is a limited exception to this rule. You can carry out a search of a student of the opposite sex to you and without a witness present, **but only where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.**

When can I search?

If you have reasonable grounds for suspecting that a student is in possession of a prohibited item.

Also note:

- The law also says what must be done with prohibited items which are seized following a search.
- The requirement that the searcher is the same sex as the student and that a witness is present will continue to apply in nearly all searches. Where it is practicable to summon a staff member of the same sex as the student and a witness, then the teachers wishing to conduct a search must do so.

Establishing grounds for a search

- Teachers can only undertake a search without consent if they have reasonable grounds for suspecting that a student may have in his or her possession a prohibited item. The teacher must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other students talking about the item or they might notice a student behaving in a way that causes them to be suspicious.
- In the exceptional circumstances when it is necessary to conduct a search of a student of the opposite sex or in the absence of a witness, the member of staff conducting the search should bear in mind that a student's expectation of privacy increases as they get older.
- The powers allow school staff to search regardless of whether the student is found after the search to have that item. This includes circumstances where staff suspect a student of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.
- School staff can view CCTV footage in order to make a decision as to whether to conduct a search for an item.

Location of a search

- Searches without consent can only be carried out on the school premises or, if elsewhere, where the member of staff has lawful control or charge of the student, for example on school trips in England or in training settings.
- The powers only apply in England.

During the search

Extent of the search – clothes, possessions, and lockers.

What the law says:

- The person conducting the search may not require the student 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 but 'outer clothing' includes hats; shoes; boots; gloves and scarves.
- 'Possessions' means any goods over which the student has or appears to have control – this includes lockers and bags.
- A student's possessions can only be searched in the presence of the student and another member of staff, except where 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 practicable to summon another member of staff.

Also note:

The power 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 powers (e.g. a police officer) can do.

Lockers

- Under common law powers, schools are able to search lockers for any item provided the student agrees. Schools can also make it a condition of having a locker that the student consents to have these searched for any item whether or not the student is present.
- If a student does not consent to a search (or withdraws consent having signed a consent form) then it is possible to conduct a search without consent but only for "prohibited items".

Use of Force

Members of staff can use such force as is reasonable given the circumstances when conducting a search 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. Such force cannot be used to search for items banned under the school rules.

Items found as a result of a ‘without consent’ search – what the law says:

- A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence.
- Where a person conducting a search finds alcohol, they may retain or dispose of it. This means that schools can dispose of **alcohol** as they think appropriate, but this should not include returning it to the student.
- Where they find **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.
- Where they find **other substances** which are not believed to be controlled drugs, these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called ‘legal highs’. Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above.
- Where they find **stolen items**, these must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the person thinks that there is a good reason to do so.
- Where a member of staff finds **tobacco or cigarette papers** they may retain or dispose of them. As with alcohol, this means that schools can dispose of tobacco or cigarette papers as they think appropriate, but this should not include returning them to the student.
- **Fireworks** found as a result of a search may be retained or disposed of but should not be returned to the student.
- If a member of staff finds a **pornographic image**, they may dispose of the image unless its possession constitutes a specified offence (i.e. it is extreme or child pornography) 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.
- 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.
- 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.
- Any **weapons or items which are evidence of an offence** must be passed to the police as soon as possible.

Confiscation is a sanction applied as part of the whole school behaviour policy. It has a range of legal implications and staff will need to follow this guidance to ensure they are acting at all times within the law.

Statutory guidance on the disposal of controlled drugs and stolen items

- It is up to teachers to 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 member of staff must have regard to the following guidance issued by the Secretary of State:
 - **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.**
- 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.

- 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, school staff may judge it appropriate to contact the police if the items are valuable (iPods/laptops) or illegal (alcohol/fireworks).

Statutory guidance for dealing with electronic devices

- Where the person conducting the search finds an electronic device they 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 person 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.
- 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.
- If inappropriate material is found on the device it is up to the teacher to decide whether they should 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.

Telling parents and dealing with complaints

- Schools are not required to inform parents before a search takes place or to seek their consent to search their child.
- There is no legal requirement to make or keep a record of a search.
- Schools should inform the individual student’s parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.
- Complaints about searching should be dealt with through the normal school complaints procedure.

School Procedure

- Before confiscation takes place the student should be asked to remove any item which is against The Long Eaton School dress code as outlined on the school website, Staff Handbook and communicated to parents.
- If the student repeatedly wears an inappropriate item; confiscation is the sanction.
- If students do not comply with staff requests to hand over the item/s then refusal to follow instructions should be dealt with according to the behaviour policy.

Safeguarding

- Staff should take particular care when confiscating items of clothing or jewellery. In particular, they should have appropriate regard to whether the item in question has a religious or cultural significance to the student.
- In order to safeguard themselves and the student they should avoid physical contact or interference with students’ clothing of any kind.
- In order to minimise risk, staff should ensure that if an item of clothing or jewellery is confiscated; **this is done by a member of staff in the presence of another member of staff whenever possible. Confiscation of any item that would leave the student only partly dressed must be avoided.**

Banned Items

The following are not allowed in school:

- Alcohol
- Illegal substances
- Any intoxicating substances e.g. legal highs
- Energy drinks
- Chewing gum
- Substitute cigarettes, including electronic cigarettes
- Cigarette papers and tobacco
- Matches, lighters or smoking materials
- Fireworks
- Pornographic images
- Stolen items
- Solvents
- Aerosols
- Any kind of knife or weapon, real or imitation
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property

Students who break school rules by bringing in any of the above will receive sanctions in line with the school Behaviour Policy. In the case of drugs, weapons and knives and extreme or child pornography, these will be handed over to the police. For other items the school will decide if and when to return a confiscated item.

Other items for which confiscation is appropriate are those which could be a distraction to learning, counter to the ethos of the school, potentially harmful or offensive or in breach of school policies. The member of staff will decide which action is to be taken in accordance with the school's behaviour policy.

What to do with confiscated items

- Confiscated items must be clearly labelled with the students' name and the date of confiscation.
- They should be given to the staff at Student Services or main reception so that if return at the end of the day or collection by parent(s)/carer(s) is deemed appropriate, this can take place.
- If items are kept overnight or are to be handed to the police they will be stored in the school safe.
- The school reserves the right to retain or dispose of alcohol, tobacco, cigarette papers or vapes should it be appropriate, but they should not be returned to the student.

Fixed Term Exclusion

This is an exclusion for a fixed number of day. The student must remain at home up to the first five days (during which time the school should take reasonable steps to set and mark work for students). For a fixed term exclusion of more than five days, full time education provision commences from the 6th day and must be organised by the excluding school. A student may not be excluded for more than 45 days in school year. A student is entitled to return to school once the period of exclusion has ended.

A student may be excluded during lunchtimes for a fixed number of days. Each lunchtime exclusion is equivalent to half a day's fixed term exclusion. Arrangements will be made to provide a lunch if the student is entitled to free school meals.

Permanent Exclusion

This is where the Principal's intention is that the student should not be allowed to return to The Long Eaton School.

The decision should only be taken if:

- (a) The student has committed a serious breach or persistent breaches of the school's behaviour policy; and
- (b) Allowing the student to remain in The Long Eaton School seriously harms the learning or welfare of the student or others in the school; In most cases, this will be after a wide range of alternative strategies have been tried without success. However, there will be exceptional circumstances where, in the Principal's judgement, it might be appropriate to permanently exclude a child for a single breach (one-off or first offence). Examples of misconduct that might be considered as a serious breach are:
- A serious breach of safety requirements likely to endanger other people, or yourself, or cause damage to The Long Eaton School property
 - Unauthorised use of or supply of alcohol or drugs within The Long Eaton School premises or whilst in the company of teachers, students or parents during any extra-curricular activities organised by the school at any time
 - Unauthorised removal of The Long Eaton School Property
 - Stealing from The Long Eaton School, employees of the school or from students and other serious and deliberate offences of dishonesty
 - Intentional damage to property
 - Abuse of school's computer system and of the internet and non-compliance with any policy issued by the school addressing these matter specifically
 - Sexual misconduct, abuse or assault
 - Serious actual or threatened violence, physical assault or fighting against another student or member of staff or worker in the school
 - Carrying an offensive weapon
 - Bullying and/or harassment including racial, sexual or homophobic harassment
 - Wilful defiance of the properly exercised authority of the school and its staff
 - Bringing the school into disrepute or acting in a manner to deliberately undermine The Long Eaton School's principles or ethos to the detriment of students and staff
 - Persistent breach of the behaviour policy