



Trinity High School

& SIXTH FORM CENTRE

An Independent State Funded Academy

**BEHAVIOUR MANAGEMENT
HANDBOOK**

September 2017

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PRAISE AND REWARDS POLICY

Verbal Praise

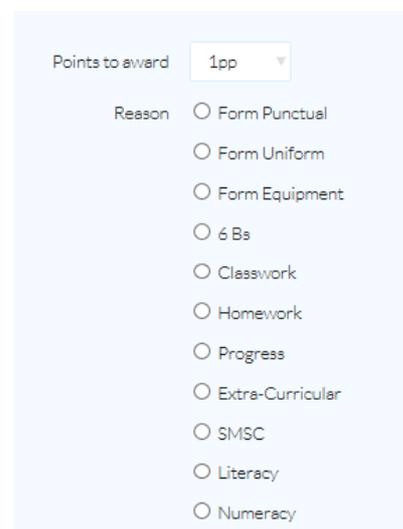
We need to praise and reward students who do what we expect as well as praise high achievement or excellence. Verbal praise to students is invaluable and must be used frequently by teachers. In our verbal praise we must praise good behaviour as well as good work.

We must be consistent in our use of language to promote good behaviour through positive statements whilst stressing choice and 'take-up' time.

E-praise

Form tutors are expected to promote the Epraise rewards system during every tutor time. This is done by ensuring students have weekly access to and sight of the Epraise leader board and by awarding up to three points per tutee per day. These are awarded to students who comply with all aspects of the 6B's.

All staff will be able to reward positive behaviour through the e-praise online rewards system. Students can earn points for any positive actions including following the 6 B's, academic achievement, good effort, participating in extra-curricular activities, independent work, participating in house events, leadership and SMSC. Teachers can award points to individuals or to whole classes and groups. Students can redeem their points half termly in exchange for goods or services or may choose to accumulate points, throughout the year. Heads of Year and House Leaders, will use e-praise to monitor and to celebrate student success through regular assemblies.



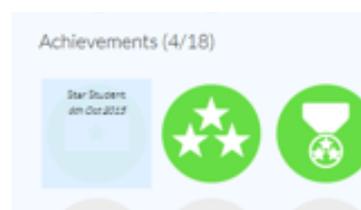
Points to award: 1pp

Reason:

- Form Punctual
- Form Uniform
- Form Equipment
- 6 Bs
- Classwork
- Homework
- Progress
- Extra-Curricular
- SMSC
- Literacy
- Numeracy

E-praise Achievements

Throughout the year students may be awarded achievements for subject, faculty, SMSC, Year, attendance, achievement or participation. Names of students should be given to the technicians who will log in SIMS and update e-praise awarding the achievements and 15 e-praise points.



Praise Postcards

All staff should use Praise Postcards. These are only to be issued where academic work, contribution to the school community or extra-curricular contribution and/or achievement is outstanding. Pass the name of the student/students to the admin team who will send a Praise Postcard home and record the event in SIMS. In recognition of this, 15 e-praise points will be awarded. Heads of Subject and Faculty should have a monitoring role on the use of Praise Postcards. In addition, Form Tutors and Heads of Year will monitor the use of Praise Postcards. The issue of Praise Postcards in at least five subject areas will lead to a Headteacher Commendation letter being sent home and an e-praise accolade awarded.

Praise Letters

These are only issued where a student has excelled in academic work, contribution to the school or community or extra-curricular contribution. These may be awarded for a wide range of reasons. The draft letter must be forwarded to JER who will arrange for it to be formatted prior to being signed by ADW and addressed by the admin team who will also log in SIMS.

Certificates

Throughout the year students may be awarded subject, faculty, SMSC, Year, attendance, achievement or participation certificates. These may be awarded for a wide range of reasons. Draft certificates must be forwarded to the admin team for formatting.

Phone Calls

These will only be made where academic work, contribution to the school community or extra-curricular contribution and/or achievement is outstanding. Staff make HoY aware before making call and use SIMS to check home numbers and parental salutation. On completion of the call, staff update the Communication Log in SIMS.

Star Student of the Week

Each week every teacher must identify at least one Star Student for each subject they teach and pass names to the admin team who will ensure that Praise Postcards are issued and log the event in SIMS. Students will receive a certificate, an e-praise achievement icon and 10 e-praise points. Student names will be displayed on Star Student of the Week notice board outside the library. Faculty areas will display names on a Star Student faculty notice board.

Star Student of the Half Term

Every half term each subject must identify a Star Student for the Half Term. These names will be published in the Newsletter and on the Star Student Noticeboard. The event will be logged by the admin team. The criteria for the Star Student must include general improvement in performance, outstanding performance on a regular basis, a single piece of outstanding work or contribution to a subject area, improvement in behaviour in a subject area or SMSC. Students will receive a certificate, 25 e-praise points and an e-praise accolade. Names will be included in the newsletter, and displayed on a Star Student of the Half Term board located outside the library.



Star Student of the Term (Lower school)

Each term faculties will nominate students who have excelled in a particular subject/community. The member of staff who nominates the student will outline why the student has been nominated. These names will be published in the Newsletter and on the Star Student of the Term Noticeboard, located in the dining room. The event will be logged in SIMS by the admin team. In the final term assembly these students will receive Faculty Certificates, 50 e-praise points, an accolade and a pin badge from the relevant HOF/HOY.

Sports & Performing Arts Ties

These will be awarded to students whose contribution to the extra-curricular life of the school through sport and/or the performing arts is outstanding. To be eligible for one of these ties students must show a high level of commitment and dedication over a sustained period of time. Half colours are awarded at the end of the summer term (usually to Year 9) and full colours are awarded at the end of the summer term (to year 10). In addition to their commitment to the wider life of the school, students receiving these ties are expected to consistently model high standards of attitude and behaviour across all aspects of school life.

Presentation Evening Nominations

Each year every faculty is invited to nominate students from each year group for the subjects in which they teach. These are collated by HOF and given to LG. Student nominees are presented with letters by SLT in December inviting them to Presentation Evening, held on the last Thursday evening of the Autumn term. Parents/carers are invited to the evening to celebrate their child's achievements. All students will receive a certificate, voucher, medal 100 e-praise points and an accolade. Some students will receive trophies or plaques.

NB. We must reward positive behaviour whenever an opportunity to do so presents itself. This improves student motivation and encourages them to model consistently good behaviour. Those receiving demerits on a regular basis will be dealt with through the school sanctions system.

THE 6 B'S

OUR RULES AND ROUTINES

We have chosen to have six very broad aspiration rules. These rules are then broken down into sub-rules or routines which we teach the students on a regular basis.

Each faculty or subject area will have drawn up its own routines to support our B's. This is to allow for differences in the requirements we have of students because of the nature of the site or health and safety issues. We have to teach these subject routines regularly in our lessons as well as when required because of particular tasks that students are required to do.

The 6 B's

- Be prompt
- Be polite
- Be ready to learn
- Be hard-working
- Be co-operative
- Be successful

Be aware that students may need specific examples which they will be reminded of by their Heads of Year, tutors and subject teachers.

THE 6 B'S IN ACTION

What the B's mean (routines and sub-rules)

Be prompt –

- Get up early enough in the morning to get to school on time
- Walk from lesson to lesson as quickly as possible. Take the direct route
- At the end of break and lunchtime move to lessons when the bell is sounded (or whistle blown in summer)
- Organise your school bag at home so that you have everything ready for the next school day

Be polite –

- Say "please" when you are asking for something or asking somebody to do something
- Say "thank you" when you are given something or somebody helps you
- Say "excuse me" when you need to pass someone in the corridor
- Say "excuse me" when you are trying to get the attention of somebody outside of lessons
- Walk on the left, give way to other people in doorways and hold doors open for people
- Do not eat and drink in the corridors
- If you chew gum wrap it and put it in a bin when you have finished (do not chew gum in classrooms)
- Use appropriate language to staff, students and visitors at all times

Be co-operative –

- Listen first – do not answer back
- Follow requests made by members of staff without delay
- Help and support the people around you whenever you can
- Work sensibly with others when involved in group work
- Wear your uniform correctly

Be ready to learn –

- Always bring a pen, pencil and ruler to school and use your school planner effectively
- Be calm and quiet at the beginning of every lesson so your teacher can make a quick start to the lesson
- Always complete your homework so you are ready for the next lesson
- Arrive to lessons in a positive frame of mind
- Arrive to school in the correct uniform
- Maintain a positive attitude
- Eat and drink healthily at the appropriate times and in the right places, making sure that you get enough sleep

Be hard-working –

- Concentrate on the task set
- Complete homework to the best of your ability
- Ask teachers for help if you do not understand the work set
- Be a careful thinker
- Be productive
- Work to the best of your ability in lessons
- Be prepared to take a risk with your learning

Be successful -

- Earn lots of e-praise points
- Feel good about yourself
- Have a bright future
- Have goals and ambitions
- Enjoy your time at Trinity
- Make the most of the opportunities available in school outside the normal curriculum (e.g. sports, drama, music, Duke of Edinburgh)

CLASSROOM RULES AND ROUTINES

All routines need the following;

- Establishing – the policy needs a lot of communication and explanation
- Agreeing – keep it simple and make the purpose clear to the students
- Using – all parties need to publicise and refer to the rules and routines
- Reviewing – the policy needs revising from time to time

TRINITY CLASSROOM ROUTINES

Entry

1. Greet students at the door
2. Check and rectify uniform before entering the classroom quietly (clothing, jewellery, etc)
3. Seat students in plan, e.g. boy/girl, alphabetical (this must be made available for cover)
4. Brief reminder of expectations – mobile phones switched off in bag, chewing gum in bin, planners on desks, food and drink away in bags, bags and coats on floor (30 second amnesty)
5. Bell activity to settle and engage students
6. Take register (formally – in silence)

Exit

7. Students pack away on teacher's instruction – not before
8. Ensure resources are counted in and cleared away and homework recorded in planner
9. Students stand at desks behind chairs (in silence) waiting to be dismissed
10. Check uniform is worn correctly before dismissing students a row at a time

ON ENTERING YOUR CLASSROOM STUDENTS EXPECT TO FOLLOW THE RULES AND ROUTINES YOU HAVE ESTABLISHED SO PLEASE ENSURE THEY ARE CONSISTENTLY APPLIED

CLASSROOM CONSEQUENCES

We need to do all in our power to prevent unwanted behaviour (see Appendices), but inevitably a student may still misbehave.

We have a clear and consistent ladder of consequences in response to unwanted behaviour.

All teachers must use this Consequences Ladder to help manage student behaviour in classrooms except in the case of extreme or dangerous behaviour when Senior Staff Call Out must be used.

Underpinning the use of the Consequences Ladder is **consistent** and **effective** use of the language of choice – we thrust the responsibility for action back onto the student and, through what we say, we give them the chance to realise that refusal to amend behaviour will, inevitably, lead to moving up the Consequences Ladder.

Before a student moves onto the Ladder they **must be given a verbal warning that their behaviour is unwanted and given the chance to change. Provide “take-up time” to allow a student to modify their behaviour without losing face.**

If the unwanted behaviour continues, then the student moves onto the Consequences Ladder.

There are five stages to the Consequences Ladder:

- C1. Formal warning (name written down, on board, in a record book, etc.) The student should be reminded of further consequences in the event of continued poor behaviour.
- C2. Further teacher action, e.g. move seats. On rare occasions a student may be asked to stand outside but only for a minute.
- C3. Teacher detention of 10 minutes, either that day, or the next, at a convenient time for the teacher. This **MUST** be recorded in SIMS and in the student’s planner.
- C4. Faculty action (detention) notification of detention issued. This may be followed by further action such as, a Faculty Report or Faculty Isolation. Faculty action(s) must be recorded in SIMS and in the student’s planner.
- C5. Call out – only to be used for extreme misbehaviour (see Senior Staff Call Out).

Teachers must take care not to act in a way which accelerates students through the Consequences.

APPLYING THE CLASSROOM CONSEQUENCES

What types of behaviour should be dealt with by applying the C1-3 system?

Having been issued with appropriate warnings, the following examples of behaviour should place the student on the C1-3 system, where they will receive 'public' warnings and a teacher detention if they are not heeded.

- Chewing/eating/drinking
- Bringing fizzy drinks into school (except for carbonated water/fruit flavoured water)
- Use of bad language
- Out of seat without permission
- Disturbing other students/throwing paper
- Failing to follow instructions
- Refusing to do work
- Answering back
- Turning round/swinging on chair
- Calling out/not listening to others
- Graffiti in book/on work
- Interfering with other students' property or work

What happens if a student continues to behave inappropriately, having been given a teacher detention (C3)?

If the behaviour continues, a Faculty detention should be given; followed by Faculty action after the lesson if this is still not satisfactory. This could entail a student being placed in Faculty isolation, being placed on Faculty report or parents being contacted by the Head of Faculty. If a student's behaviour has escalated beyond the point of Faculty detentions and it has become impossible to teach the rest of the class, a C5 should be issued (Senior Staff Call-out).

Can an immediate C4 be given for more serious but not extreme behaviour?

Yes, examples of behaviour that will be given an immediate C4 include:

- Threatening behaviour towards another student
- Swearing directed towards another student
- Vandalism of property

If a student is persisting with low-level disruption and has already been issued a Faculty detention, action within the Faculty should be applied after the lesson.

What is meant by "Faculty Action"?

Faculties have many things at their disposal to deal with persistent poor behaviour. All Faculties are different and all students are different, so these consequences leave it up to the discretion of the Head of Faculty. Possible options include: placing the student on Faculty report (in consultation with Heads of Year, who may have already placed or be considering placing the student on conduct report); withdrawal from lesson(s) within the Faculty; phone call or letter home (**always** consult Head of Year and ensure note is attached to student record in SIMS and a copy of the letter placed in student's central file).

SENIOR STAFF CALL-OUT PROTOCOL

There will be a rota of senior staff available each lesson (subject to cover requirements) for call-out in the event of serious misbehaviour.

Senior staff must be alerted via the General Office.

Send a responsible student with an SMT Call request (copies available from the General Office) to the General Office, or make a telephone call.

DO NOT USE IPSWITCH (there may be no-one online)

On notifying the member of staff on Call-Out the General Office will inform them if the student has been removed from an earlier lesson.

The member of staff on Call-Out will undertake to attend the incident without delay to minimise the disruption to learning.

On arrival, senior staff will ask the member of staff what action is needed and will, if required, withdraw the student from the classroom. The teacher using Call-Out must ensure that the matter is serious enough for this action to occur. The class teacher **MUST** complete a full record of the circumstances leading to the request for a Call-Out in Sims. **This must be done as soon as possible.**

Senior staff will take further appropriate action. This will usually mean a Senior Staff Detention and parental contact. It may also include: placing in Isolation in consultation with Heads of Year; or a recommendation for a Seclusion or an Exclusion to the Headteacher.

The classroom teacher must notify their Head of Faculty who will arrange to isolate the student within faculty for the following lesson.

The senior member of staff will usually return a student to their next lessons unless deemed inappropriate to do so; following more than one Call-Out or where a student is clearly distressed. In such circumstances the student will be placed in Pitstop or Isolation, dependent on need, for the remainder of the day to complete their work.

Students deemed fit to return to lessons will have a flag against their name on the register to alert staff.

The senior member of staff will notify the General Office of the consequences/actions taken by the end of each day. The Call-Out log is updated daily and can be located on the r-drive enabling outcomes to be shared with staff.

Senior Staff Call-Out must be used as a last resort – too frequent use will demean Call-Out as a means of managing behaviour.

When should I issue a C5 (Senior Staff Call-Out)?

In order for this stage to be effective, Senior Staff must only be called out **as a last resort**. This is for extreme behaviour only. Examples of behaviour that will be given a C5 are:

- Refusing to hand over a mobile phone (non-compliance with the Mobile Phone Policy)
- Swearing or threatening behaviour which is directed towards a member of staff
- Physical violence towards another student
- Racist or homophobic remarks
- Persistent refusal to co-operate that results in the teacher not being able to teach the rest of the class
- Dangerous behaviour

MOBILE PHONE CONFISCATION PROCEDURE

ALL mobile phones must be switched off, inside a bag before being brought on to the school site. Any student seen using a mobile phone (or a mobile phone heard ringing, vibrating, etc) can expect to have it confiscated in accordance with the Mobile Phone Policy. This also applies to any electronic or smart devices, including smart watches, and earphones.

- Student hands over mobile phone/earphones/mp3 to staff – student collects at end of day from Student Services and School Detention issued
- Student fails to hand over device to teacher – SMT called to confiscate – student collects at end of day from Student Services (if first offence) HTDT and letter sent to parent/carer
- Second time of refusal to hand to teacher - parent requested to collect phone at end of day
- Student refuses to hand over to SMT – parent phoned and student placed in seclusion
- Should this happen again student to receive fixed term exclusion

Confiscated phones to be placed in an envelope containing completed confiscated item slip. Please hand in at your nearest location (Grove St Reception, General Office or Student Services). Phones will be taken to Student Services from where they can be collected either by student or parent/carer depending on circumstances.

CORRIDOR DEMERITS

Out of classroom behaviour is recorded by staff using the demerits system on e-praise. One demerit is worth -10 e-praise points and can be awarded for the following behaviour:

- Incorrect Uniform
- Bad language
- Eating or drinking on corridor
- Being unco-operative
- Disruptive behaviour
- Out of bounds
- Litter

Students will also receive demerits for being late to lessons, this only requires staff to mark them as late on their lesson register and at the end of each week the demerits are added automatically. As a result you are not able to add demerits for lateness manually.

Staff work in pre-defined teams in corridors and have a special login username and password for e-praise for their team. When students see their own demerit records they will see the area of the school where the demerit was recorded, not the individual member of staff.

It is important to note that a demerit should be awarded for any time a member of staff has to challenge a student for any of the behaviour listed above, a student does not avoid a demerit by simply correcting the behaviour, although this might help them avoid further demerits from other corridor teams they might meet on their way to their lesson. In the event that a student refuses to stop when challenged or does not correct their behaviour, a further demerit can be awarded for being unco-operative and depending on the severity of the incident, staff deem it appropriate to record the incident in Bromcom behaviour and alert the relevant Head of Year over and above any demerits issued.

As well as the immediate consequence of losing 10 e-praise points the following cumulative consequences can apply to students who are frequently receiving demerits:

- Any recorded demerit appears on the student's behaviour report which will be sent home to parents at the end of each term
- Places in lunchtime activities will be prioritised for students with good demerits records
- Places on school trips will be prioritised for students with good demerit records
- Places on year group rewards trips will not be allocated to students with poor demerit records
- Places on any trip can be lost even after being confirmed as a result of a poor or deteriorating demerit record
- School, Year and Headteacher's detentions can be applied on a case by case basis where heads of year feel this might have a positive impact
- Headteacher intervention in the form of a one to one meeting with the head to justify continued demerit indiscretions
- Letter home to parents with a copy of the student's behaviour report requesting their support in achieving an improvement

Students who don't receive any demerits in any one week period will automatically be awarded e-praise points at the end of the week to thank them for their contribution to the Trinity community.

RESTORATIVE OPTIONS

The demerits system is designed to allow students the option to work off demerits at a rate of 30 points (3 demerits) an hour doing community service to be organised by heads of year.

PROCEDURE FOR CALLING FOR HELP IN AN EMERGENCY

This procedure is to be followed if there is an emergency situation in your classroom or around the school, and you need immediate support from the Leadership Team, or urgent medical assistance.

SERIOUS INCIDENT - APOLLO

In the event of a serious incident, in which you feel the well-being of students or staff is under threat you **MUST** get a message to the General Office **IMMEDIATELY**. This can be by phoning or sending a student. Please do not use Ipswitch, as there is no way of knowing if it has been received. Please tell the office you have an **APOLLO** situation. Examples will be where a student becomes completely uncontrollable, a weapon is produced, etc.

The General Office will then know that this is different to the usual SMT Call, and will get help from at least two members of staff.

SERIOUS MEDICAL INCIDENT

If a student has a SEVERE medical problem then the same procedure should be followed, but tell the General Office you have a **MEDICAL EMERGENCY**. This will be where a student passes out, has a severe allergic reaction, epileptic fit, etc. This will signal to the office that at least three first aiders should be called to assist and the decision to call an ambulance taken.

When a call is made or message sent for a MEDICAL EMERGENCY, the following details must be available: the full name of the student involved and details of their condition. This will enable the First Aid staff to bring appropriate medication and/or care plan if required.

The lead first aid must ensure that they take a radio and mobile phone with them so that they can be in contact with the staff in the General Office to call for assistance or an ambulance. A member of the SMT should also be called to provide support to the first aid staff along with two other First Aid trained staff.

In either situation staff should remain calm, make the area as safe as possible and remove other students from the situation at the earliest available opportunity.

Remember: All incidents and events at C3 or above must be logged on SIMS and the event closed once the consequence has been applied.

OTHER INFORMATION

What happens if a student runs out of a lesson?

If a student runs out of a lesson, they should be called back. If they refuse to come back in, or have run away, Senior Staff must be informed. On the note sent down to the General Office, you must make it clear whether the student is outside the room and refusing to go back in or whether they have run away. If a student has run away, Senior Staff will not arrive at the classroom but will pick the student up and C5 consequences will usually apply.

Can I send a student to stand outside during a lesson?

Students should only be sent outside to prevent a serious incident from occurring. Some of our students have anger management issues and benefit from a couple of minutes to calm down but for general poor behaviour, the consequences system should be applied without sending the student out of the classroom. This is to limit the possibility of students disturbing other lessons as well as missing out on their own learning. Students should not be left in corridors, etc. for longer than a couple of minutes.

OUT OF CLASSROOM BEHAVIOUR

- We will establish a calm and purposeful atmosphere around the school
- Staff duties must be rigorously and punctually carried out – duty team leaders will direct staff as appropriate
- Staff must manage the area around their classroom at times of student movement. All adults must manage student behaviour as they move around the site and support class based teachers
- Challenge – not confront – inappropriate behaviour (lateness to lessons, running, pushing, eating/drinking in corridors, out of uniform, using mobile phone, etc) and seek compliance with rules and routines. Reaffirm the expected action – “What should you be doing?”
- If non-compliance remind of ‘good choice’, seek compliance. If non-compliance remind again. Further non-compliance refer to Senior Staff Call-Out for action
- Smoking, bullying, vandalism; immediate referral to Head of Year/Senior Staff Call
- Dangerous behaviour (including fighting, aggressive threats, or racist comments towards another) immediate referral to Senior Staff Call

DETENTIONS

Detention can form a useful part of any Behaviour Management System but, like all things, must be used with thought.

Do not threaten a detention of any sort unless you mean to carry it out.

Detentions require supervision and we must ensure that our systems for running detentions are clear and consistently followed by staff – there is no point in issuing a detention if the member of staff ‘forgets’. The system will only work if it followed and not used for trivial matters which could be dealt with more effectively in another manner.

N.B. Since September 2010 we are no longer required to inform parents of a detention, however, we recommend that parents are told of a detention – it is information to them, we do NOT need parent permission.

TEACHER DETENTION

This is the most important part of the Detention System. If Teacher Detention is effective then a great deal of unwanted behaviour will be dealt with promptly and effectively.

- Should be for a short period. No notification to parents is required for a detention of 10 minutes or less, so a detention can be given without 24 hour notice. Plan the detention at a time convenient to you. The detention will be more effective if you are able to detain the student immediately.
- Issue a notification of detention for the student – ensure you are clear about when and where the detention will be held. Students should record this in their school planner.
- Remember to record the incident in SIMS and close once the student has attended.
- If a student doesn't turn up to initial detention, class teacher to notify form tutor to remind/chase up so that student then attends class teacher detention.
- If teacher reminds student and they still fail to attend, or refuse to attend this is then moved up to the next step.
- Failure to attend teacher detention results in Faculty action (Record in SIMS)

LATES DETENTION

Good punctuality is vital to ensure the success of our students. Students who are late to registration on two or more occasions in the same week will be issued with an after school detention. Students who are persistently late will be placed on tutor report until punctuality improves. Students who fail to attend registration will be marked as absent in accordance with our Attendance Policy.

FACULTY DETENTION (20 minutes) 24 hour notice to parent via student

This is organised by the Head of Faculty. As with teacher detentions, if the student doesn't attend notify form tutor to remind/chase up.

Remember to record the incident in SIMS.

An overview of students in Teacher and Faculty detention will be maintained by form tutors (using SIMS), notifying Head of Year when they become concerned about frequency of Faculty detentions.

Failure to attend is referred to the Head of Year.

YEAR DETENTION (20-30 minutes) 24 hour notice to parent via student

This is organised by the relevant Head of Year. Year detention is for things like persistent lateness, failure to wear correct uniform, internal truancy, poor out of class behaviour, etc. The notification of detention system (as above) must be followed. Failure to attend is followed with a school detention. The incident must be recorded in SIMS.

SCHOOL DETENTION (40 minutes) 24 hour notice to parent via student

All staff agree to take turns in supervising School Detention. A rota is published. It is the responsibility of the member of staff to find a colleague to substitute in the event of known absence. In the event of illness, please inform CR (cover manager) that it is your rota day so that alternative arrangements can be made.

Students are placed in school detention by Heads of Year following failure to attend faculty or year detentions. They issue the notification of detention and provide a list of students who should be present. Colleagues teaching these students P5 will be asked to escort them to school detention. Failure to attend School Detention will normally result in Senior Staff detention with a warning text/letter home. An overview of students in school detention will be maintained by Heads of Year.

School Detention Protocol

- Heads of Year place students in school detention and admin compiles the detention list. Printed copies can be collected from the General Office.
- Staff on duty will be reminded via Ipswitch. It is their responsibility to arrive punctually – should staff have a known absence they need to arrange a swap.
- Students will be met and registered at the door.
- Heads of Year will be present at the start of detentions to deal with any queries raised by students and to seat the students and ensure that they are correctly dressed (coats/jackets removed, blazers worn, bags on floor, etc).
- Students must be seated apart from one another – separating key characters. Students in Year detention (20 minutes) will be directed to sit at the back of the hall.
- Once they have been registered, staff may collect students from the detention room and escort them to a revision or catch up session. **Students cannot go to a session unaccompanied by a member of staff.**
- The Head of Year will be present for the first 10 minutes of the detention or until the students/staff are present and settled. They will take one copy of the detention list whilst the other remains in the hall.
- Staff should position themselves around the room, in particular near any difficult students.
- Should staff dismiss a student who ‘fails’ the detention the relevant Head of Year must be informed.

SENIOR STAFF DETENTION (60 minutes) 24 hour notice to parent via student recommended

This is run by the Leadership Group. Heads of Year are responsible for notification of detention and providing a list of students who should attend. Colleagues teaching these students will be asked to escort them to Senior Staff detention. Heads of Year will be present at the start of detentions to deal with any queries raised by students.

EXPECTATIONS OF STUDENTS DURING DETENTION

- Students are required to wear full uniform, sign in and wait to be seated by a member of staff
- They must not communicate with others or involve themselves in any disruptive behaviour

- They will receive one warning that the behaviour is unacceptable – if the behaviour continues or is repeated they will be **asked to leave**
- The Head of Year must be notified and they will be entered for Senior Staff detention
- Students may be required to participate in a supervised community service activity

N.B. Under the 2010 Education Act the right of a school to issue a detention is enshrined in law. We do not have to seek the permission of a parent, simply inform them if the detention is to last more than 10 minutes and it is permissible to do this via the student.

ISOLATION AND SECLUSION

Withdrawal from lessons to work under strict staff supervision is an essential part of our behaviour management strategy and is used, in part, as an alternative to fixed term exclusion.

ISOLATION

Only Heads of Year may place a student in Isolation. This will be done following a serious incident of disobedience or as a result of persistent failure to follow the Consequences Ladder, including failure to attend Senior Staff detention.

The number, and grouping, of students in Isolation will be controlled. Students must not be placed in Isolation without pre-planning and consultation.

A student will enter Isolation for a minimum of three consecutive lessons. They will then be placed on Conduct Report and returned to lessons.

The Isolation Room will be supervised at all times. Specific instructions for the supervision of isolation are in the Isolation Room.

All Faculties must have work available for all year and ability groups. This is to avoid students having to wait for work. Where class teachers wish specific work to be completed this must be sent to the Isolation Room.

Parents will be informed of a student being placed in Isolation. Being placed in Isolation on three occasions in a half term period will result in a Parental Interview with a senior member of staff.

Refusal to go into Isolation will be dealt with by the Headteacher and may include a fixed term exclusion. The student will always be expected to complete the set Isolation.

All instances of Isolation are recorded in SIMS.

SECLUSION

Seclusion is used where a fixed term exclusion may be counter-productive (e.g. where a student already has poor attendance).

Seclusion starts after the start of the normal day and continues after it, until the five hours of learning time has been completed.

Students are supervised at all times and work alone.

Teaching staff will be approached for work and must provide it.

Parents will always have been involved in the decision to use Seclusion and will be required to collect their son/daughter and have a brief meeting with a senior member of staff.

All instances of Seclusion are recorded in SIMS.

EXCLUSIONS

Exclusion from school is usually reserved for serious offences or persistent misbehaviour. Exclusions are applied to emphasise the gravity of the offence and to recognise that a period of reflection is appropriate. They may be for a fixed time or permanent.

Permanent exclusion is rare, but may be appropriate in some cases. Guidance from the DfE states “permanent exclusion should be considered for serious breaches of the behaviour policy and where a pupil remaining in school would seriously harm the education or welfare of the pupil or others in school”. Sometimes it will be appropriate where there is a history of misbehaviour, where other sanctions have already been applied and/or other strategies used without leading to the necessary improvement. Acts of racism or homophobia and acts of bullying will be considered for exclusion.

However, in some exceptional cases, it will be appropriate for a first or “one off” offence, which might include:-

- Serious actual or threatened violence against another student or member of staff
- Sexual abuse/assault
- Supplying or taking of drugs
- Carrying offensive weapons

Alternatively, where there are breaches of this policy (including persistent disruptive behaviour) which require a significant response but where these are not serious enough to warrant permanent exclusion, a “fixed term” external exclusion may be applied in which case the student does not attend school and works at home. This would usually be ‘fixed term’, i.e. a defined number of days.

In reaching any decision, the Headteacher will first ensure that a thorough investigation has been carried out and then decide (on the “balance of probabilities” not “beyond reasonable doubt”) whether the student acted as alleged. If so, the Headteacher will decide the appropriate sanction to apply taking into account, not only the seriousness of the behaviour under consideration, but also the previous behaviour of, and sanctions applied to, the student.

Trinity High School acknowledges the school’s legal duties under the Equality Act 2010 and in respect of students with SEN.

SERIOUS OFFENCES

To ensure an ordered and safe environment for all who work at the school there are some rules to which all must adhere and, if broken, will be treated as very serious matters. This includes the following:

- Behaviour which places the student or others in danger
- Setting off the fire alarm other than in an emergency
- Making malicious accusations against school staff
- Any form of physical or verbal abuse, including gathering in large groups intending to intimidate others
- Bringing into school any harmful or illegal substances, including legal highs, alcohol, tobacco, matches and lighters, electronic cigarettes, e-shisha pens, e-liquids (both nicotine and nicotine free)
- Being under the influence of alcohol, legal highs and/or illegal substances during the school day
- Bringing onto the school premises any type of weapon, including any type of knife/pen knife or any type of gun, including toy guns and replicas, this also applies to travel to and from school
- Misbehaviour at any time that could adversely affect the reputation of the school
- Directing foul and abusive language towards staff
- Direct refusal to follow a reasonable instruction.

This list, and other lists within this policy, is not exhaustive and unforeseen situations may also be included in this category. This means any act not listed above or in this policy which is perceived to be against the common good of the school community.