

# SPALDING HIGH SCHOOL



## BEHAVIOUR FOR LEARNING POLICY 2024- 2025 Years 7 – 11

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<b>HEADMISTRESS:</b>	<b>Mrs M K ANDERSON</b>
<b>DEPUTY HEADTEACHER:</b>	<b>Mrs T WALDRON</b>
<b>ASSISTANT HEADTEACHER:</b>	<b>Mr B LOVE (Teaching &amp; Learning, Y7-10)</b>
<b>ASSISTANT HEADTEACHER:</b>	<b>Mr J BLACKBOURN (Assessment &amp; Reporting, Y11-13)</b>
<b>ASSISTANT HEADTEACHER:</b>	<b>Mrs L RAY (Safeguarding, Attendance, Anti-bullying)</b>
<b>SENDCo:</b>	<b>Mrs V HICKMAN</b>
<b>HEAD OF SIXTH FORM:</b>	<b>Mrs H WALDRON</b>
<b>LINK GOVERNORS:</b>	<b>Mrs D MULLEY</b> <b>Mr E FRAGALE</b> <b>Mrs F HAUNCH</b>
<b>DATE AGREED:</b>	<b>Revised June 2024</b>
<b>REVIEW FREQUENCY:</b>	<b>Biennial</b>

### Executive Summary:

The aim of this policy is to set out the arrangements for rewards, support, interventions and sanctions at Spalding High School. It should not be read in isolation and is underpinned by not just the policies listed below but by the ethos and values of the School community.

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**Chair of Governors**

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**Date**

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**Headmistress**

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**Date**

## At Spalding High School we expect all students to:

- **Arrive promptly** with all books and equipment
- Focus quickly, show initiative and get **actively involved** in learning
- Demonstrate **excellent** behaviour and concentration, and persevere
- **Seek advice** about areas of uncertainty and respond positively to feedback
- Meet deadlines and **produce work to their highest standard**, with evidence of taking responsibility for their own learning
- Have a **good attitude to learning** with involvement in class or group activities, while often collaborating effectively with others.

## Rewards

<p><b>Praise</b> Verbal and written feedback, encouragement, compliments and praise.</p>	<p><b>When received</b> As frequently as possible.</p> <p>Each member of staff may nominate one student of the week with names published on the weekly bulletin.</p>
<p><b>Excellents</b> Awarded by subject staff in line with department policy, by form tutors or support staff.</p>	<p><b>Staff record excellents on SIMS</b> and students work towards Bronze (15), Silver (30), Gold (50), Platinum (75) and Diamond (100) excellents awards, which are presented at the Achievement Assemblies. Excellent totals for forms contribute towards house points. Students can keep their <b>own</b> record of excellents in their planners.</p> <p>Records of excellents achieved will be shared with parents via the SIMS parent App.</p>
<p><b>Achievement certificates</b> Awarded by subject staff in line with School policy: Every subject teacher nominates <b>four</b> students from each of their classes to receive one of <b>four</b> awards.</p> <p>The awards are as follows:</p> <ol style="list-style-type: none"> <li>1. <b>Progress</b> - "Awarded to the student who, based on their starting point, has made excellent progress."</li> <li>2. <b>Contribution to learning environment</b> – "Awarded for full involvement in class or group activities, whilst having a positive impact on the learning of others."</li> <li>3. <b>Attainment</b> – "Awarded to the student who has reached the highest standard overall."</li> <li>4. <b>Shining Star</b> – "Awarded at the discretion of the subject teacher/form tutor for PSHE in recognition of academic achievement, progress, effort, good manners and/ or exemplary behaviour."</li> <li>5. <b>Attendance</b> – "Awarded in recognition of an attendance of 95% or over" (Achievement Assembly 2 &amp; 3)</li> <li>6. <b>Librarians' Award</b> - Awarded at the discretion of the School Librarians' in recognition of exceptional effort and engagement with the School's reading scheme including Accelerated Reader (Achievement Assembly 3 only)</li> </ol> <p><b>End of Year additional awards:</b> Year group subject award- attainment (Voucher) Form tutor shining star award (Voucher)</p>	<p>Presented at the Achievement Assemblies (3 per year) and recorded on SIMS InTouch to generate a letter home.</p>

<b>Congratulatory letters home</b>	Following presentations at Achievement Assemblies or in recognition of something 'special' to share with parents/carers.
<b>Community Award</b> Staff may nominate a student or group of students who have shown commitment to school or the community in some way. Nominations will take place three times a year at the same time as the nominations for the achievement certificates.	Presented at the Achievement Assemblies and recorded on SIMS InTouch to generate a letter home.
<b>Positions of responsibility within the Form and School</b> Form Captain and Deputy, School Council Reps, Sports Captain, Music Captain and Eco-rep.	Elected by forms. Form Captain and Deputy – three times a year. School Council, Sport and Music –annually.

## Support

<b>Subject/Pastoral Concerns Forms</b>	
Concerns forms are used as an information system to alert HODs, Form Tutors and HOYs/Senior Staff of issues, incidents or concerns. Subject staff should take initial responsibility/action for subject related issues, Form Tutors for pastoral related issues.	
Forms should be passed to the <b>Form Tutor</b> in the case of pastoral concerns and the <b>Head of Department</b> in the case of subject related concerns.	
Action taken must be recorded and the outcome noted on the form.	
The form should be passed along the chain as indicated on the top of the form.	
<b>Subject clinics/interventions</b> Subject based weekly support sessions/clinic many on a 'drop in' basis.	<b>Additional information</b> Timetable of subject clinics to be published at the start of the year. Failure to attend a clinic when directed to do so by a member of staff may result in a sanction.
<b>Contacting parents/carers</b> HODs/HOYs may contact parents/carers to discuss issues arising from concerns forms or termly monitoring data. Subject staff and Form Tutors may also contact parents directly following discussion with HOD or HOY.	Any parental contact should be recorded on the concerns form or directly onto the students' linked documents on SIMS.
<b>Progress concerns card</b> This is designed for those students whose progress over several subjects has been unsatisfactory and who have not responded to intervention from subject teachers, HODs and Form Tutors. It is operated initially by the HOY and escalated to more senior pastoral staff if necessary. Targets are agreed and set with students. Comments should be obtained in all subject lessons each day and an effort grade O to I should be awarded. Students see HOY at an agreed time every day to check progress.	Parents notified of its initiation.  BE grades may result in a supervised lunchtime.
<b>Subject tracking card</b> This is designed for students whose progress in one	HOD discussion with parents to include notification of the

<p>subject has been unsatisfactory and who have not responded to intervention from their subject teacher. It is operated by the HOD.</p>	<p>reasons for subject tracking and exit criteria.</p>
<p><b>Pastoral Support Plan</b> A longer term support plan that is used when student progress is being significantly affected by factors such as behaviour, home circumstances or health and well-being. It is initiated by the HOY and set up in consultation with parents. Regular reviews are held to monitor progress and the impact of targets set and to adjust targets if necessary.</p> <p><b>Additional support:</b> Students may be referred to the School's SEND team for assessment or to our independent careers advisor.</p> <p>Early Help Assessments may be completed as required and the School will work with outside agencies via the TAC process to help support the student.</p> <p>The EBSA process (Emotionally Based School Avoidance) can be initiated for students who are having severe difficulties in attending school.</p>	<p>Parents/carers involved in initial and subsequent meetings.</p> <p>Support may be given by the LCC PRT (Behavioural Outreach Service)</p>

## Sanctions

In most cases students should be given a verbal reprimand/reminder first and then the opportunity to correct the issue. Failure to respond to a verbal reprimand/reminder may then result in a sanction.

### School Detentions and the Law

*This is an extract from the letter to parents when notifying them of a detention.*

Detentions are a sign that your behaviour or attitude is not acceptable; you should not be receiving detentions.

If you are given a detention it is compulsory and not negotiable with you or with your parents; the detention will take place regardless of whether you or your parents agree to it. A slip is sent home to inform your parents of the detention and their signature is simply to confirm they have received notification.

Failure to attend a detention will result in a further sanction followed by completion of the original detention.

#### Spalding High School detentions:

**Departmental detention - Lunchtime on a day specified by the HOD** (reasons for receiving could include late, incomplete or unsatisfactory work or poor behaviour in class).

**Departmental detention - Monday afterschool 3.45 – 4.30** (as above but given if no improvement following a lunchtime detention.) HODs will supervise these detentions on a rota.

**Pastoral detention - Tuesday lunchtime 1.00 – 1.30pm** (reasons for receiving could include lunchtime behaviour, failure to adhere to rules about mobile phones, failure to wear the correct uniform).

**Senior Staff detention - Monday afterschool 3.45 – 5.00pm** (reasons for receiving could include a more serious academic or pastoral incident or persistent failure to complete work/adhere to school rules.)

**Headmistress' detention - Afterschool 3.45 – 5.15pm** at a time arranged by the Headmistress.

*Detentions should take precedence over clubs and activities, at lunchtime or after school.*

**Additional sanctions could include:**

Appropriate extra work or repeating unsatisfactory work

Loss of lunchtime privileges/loss of breaktime

Being placed on a progress concerns card/tracking card for behaviour

Loss of positions of responsibility/loss of opportunity to represent the School or to participate in School trips

Working with HOD in another class

Isolation (internal suspension)

Fixed term suspension (at Headmistress' discretion).

<p><b>Academic Issues</b></p> <p><b>Failure to complete or hand in work or to bring equipment</b></p> <ul style="list-style-type: none"> <li>a) First incident of late/incomplete/unsatisfactory work to be marked as such and work should not receive an excellent.</li> <li>b) Second incident of late/incomplete/unsatisfactory work (without a genuine reason/explanation) results in a concerns slip and a <b>departmental lunchtime detention</b>.</li> <li>c) Third incident of late/incomplete/unsatisfactory work (without a genuine reason/explanation) results <b>in contact home by teacher or HOD</b> and a concerns slip and a <b>departmental lunchtime detention</b>.</li> <li>d) Fourth incident of late/incomplete/unsatisfactory work (without a genuine reason/explanation) results in contact home by teacher or HOD and a <b>departmental afterschool detention</b>.</li> <li>e) Persistent failure to complete or hand in work (or for failure to meet a significant deadline) should be recorded on a subject concerns slip with a record of action taken by <b>subject teacher and HOD</b> and the recommendation for the student to be placed in a <b>Senior Staff detention</b>. This should be discussed with JBL/BLO and if detention is given a slip must be completed detailing work set.</li> </ul>	<p><b>Additional information</b></p> <p><b>Subject teacher</b> to record in student's exercise book and keep own record. <b>No need for a concerns form.</b></p> <p>Notification of a <b>departmental detention</b> to be recorded on the subject concerns slip. This will then be recorded on the student's behaviour log on SIMS and notification will be sent home via SIMS InTouch.</p> <p><b>BLO (main school) and JBL (senior school)</b> to place student in <b>senior staff detention</b> (Monday 3.45 – 5.00pm) with a letter home.</p> <p>This may be escalated to a <b>Headmistress' afterschool detention</b> if appropriate.</p> <p><b>Everyone starts with a 'clean slate' again at the start of Term 3 and Term 5.</b></p>
<p><b>Failure to attend a lunchtime departmental detention (without good reason)</b></p>	<p>Departmental afterschool detention</p>
<p><b>Disruption to lessons</b></p> <p>It is the responsibility of subject teachers/cover staff to maintain order in their classroom to ensure that learning for all can take place. If disruption to learning occurs the subject teacher should take action first followed by referral to the HOD if there is not an improvement. Students may be sent into another class by arrangement with HOD.</p> <p>For serious disruption which needs immediate action, an email should be sent to the reception email group. Senior staff will be contacted to remove the student from the lesson. Students may then be placed in isolation outside of the Headmistress' office pending further investigation.</p>	<p><b>Subject teacher/cover supervisor</b> to record incident and action taken on concerns form. Form to be passed to <b>HOD</b> for further comment/action.</p> <p><b>Pastoral staff</b> to be involved in persistent problems over several subjects.</p> <p>If student is placed in isolation a message will be sent to teachers for work which should be sent to the School office. (Usually coordinated by the Attendance Officer).</p> <p>The matter will be investigated and an appropriate sanction put into place. Parents will be contacted.</p>

<p><b>Lateness to lessons/School</b> All subject teachers/cover supervisors <b>must</b> take a register and lateness can then be recorded on SIMS.</p>	<p>For repeated patterns of lateness without a good reason, students should be required to make up the time missed which may be via a Departmental or Pastoral detention or at break/the start of lunchtime. A concerns form must be completed.</p>
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## Other Behavioural Issues

<p><b>Rudeness to Staff/Defiance of Staff/Overheard swearing</b> Staff to complete a concerns form and record action taken.</p> <p>If immediate action needed, Email to be sent to the reception email group to contact relevant HOY or senior member of staff</p>	<p><b>Additional information</b></p> <p>Matter to be investigated/statements collected and appropriate sanction put in place by HOD/ HOY or senior staff.</p>
<p><b>Swearing directly at a member of staff</b> Email to be sent to the reception email group to contact relevant HOY or senior member of staff.</p>	<p>Matter to be investigated and appropriate sanction to be put in place.</p>
<p><b>Bullying</b> Refer to the School's Anti-Bullying Policy; students should be encouraged to report incidents so that they can be investigated.</p>	
<p><b>Truancy</b> All staff must take a register <b>every lesson</b>. Any suspected truancy must be reported to the Attendance Officer who will investigate.</p>	<p>The Attendance Officer will mark any truancy as an unauthorised absence in the register. Parents should be informed by the Attendance Officer or a member of the Pastoral Team.</p>
<p><b>Behaviour on the buses</b> Any incident reported should be dealt with by the Form Tutor, HOY or member of the Senior Team.</p> <p>Students should be mindful that their conduct on the bus reflects upon the School.</p> <p>Parents may use the online LCC transport form to report issues directly.</p>	<p>Students will be spoken to and the matter investigated. Parents may be contacted.</p> <p>Other schools/bus companies may be contacted as appropriate.</p> <p>A letter may be sent to parents and ultimately the student may not be permitted to travel on the bus. School based sanctions may also be actioned such as Pastoral or Senior Staff detention.</p>
<p><b>Smoking/Vaping</b> Incidents of students seen smoking whilst wearing school uniform outside school should be reported to the HOY.</p> <p>Smoking/vaping on the school premises is prohibited and will be regarded as a serious breach of discipline. No smoking related items should be in a student's possession whilst in school.</p>	<p>Parents will be contacted and a Senior Staff detention given.</p> <p>This is a serious breach to the School code of conduct and will be reflected in the sanctions given.</p>
<p><b>Drugs/Alcohol</b> Any suspicion or information that would suggest a student is involved in an alcohol or drugs related incident should be reported to the appropriate HOY and Headmistress immediately. Specific protocols are in place for dealing with alcohol and drugs related incidents in school and these will be followed.</p>	<p>Any drugs or alcohol related incident is a serious breach to the school code of conduct and sanctions will reflect this.</p>

<p><b>Theft</b> Any suspicion of theft should be reported to the HOY for initial investigation.</p>	<p>Theft will be fully investigated and then referred to a member of the Senior Team or the Headmistress.</p>
<p><b>Misuse of property/chewing gum</b> Subject staff to take action over writing on desks More serious incidents should be reported to HOD/HOY.</p>	<p>Parents may be asked to pay for damage e.g. to textbook.</p>
<p><b>Lunchtimes</b> Lunchtime supervisors tour the site and will be on duty in the canteen and hall. All members of the SLT will be on duty every day and will complete a tour of the site at lunchtime.</p> <p><b>Years 7 to 11</b> Years 9 - 11 to eat lunch in their form rooms or outside. Years 7 &amp; 8 to eat lunch on the tables in the Hall or outside. In fine weather, students will be encouraged go outside to eat lunch.</p> <p>Students to access the canteen on a year group basis. When eating in the classroom, students must be sat at desks and must behave sensibly. All rubbish should be placed in bins provided and the classroom should be left clean and tidy for lessons.</p> <p>No students should be eating food whilst walking from the canteen to their form rooms.</p> <p>Students in Years 10 and 11 may visit each other's form rooms at break and lunchtime.</p>	<p><b>All staff</b> have a responsibility to ensure that students are behaving sensibly at lunchtime and should deal with any poor behaviour they witness. Concerns slips should be completed and the Pastoral Detention may be used.</p> <p>A recommendation to ban students from eating in their form room may be made to the HOY who will make the final decision.</p>
<p><b>Use of mobile phones</b> See section 4 of the School's Personal Electronic Devices, Mobile Phone and Social Media Policy (on the School website) Mobile phones must be switched off and in students' lockers unless being used for a specific learning activity under the direction of the teacher. (October 2023).</p> <p>No student needs their phone with them during the school day unless they have been asked to use it as a learning tool by a teacher, in which case they should collect it and return it to their locker within that lesson. Phones are not to be used in Private Study lessons.</p> <p>Mobile phones are permitted on site but must be switched off by the time students get to the green gates and not be switched on again until students prepare to leave the school at 3.45pm. Students are permitted to check their phones as they prepare to leave the site, but no students should be walking around the school site looking at their phone.</p> <p>In certain after school events such as fixtures, trips or students working in the library, and with permission</p>	<p>If a student is found in possession of a mobile phone at a time other than those explained opposite (switched on or off, being used, or not) it will be confiscated by the member of staff, handed in to the school office with the student's name and the student placed in a Pastoral Detention. The students will need to collect their phone from the School office at the end of the day.</p> <p>A letter will be sent home informing parents/carers of the contravention of school rules and the confiscation of the mobile phone. The student should report to the Headmistress at break the next day to discuss the contravention of school rules and the confiscation of the phone.</p> <p>Should the confiscation occur for a second time, students must hand their phone to reception at the start of each day for a period of 2 weeks.</p>



<p>from the staff in attendance, students may use their mobile phone to contact parents to arrange pick-ups</p> <p>Students may check their phones at the end of the day – but if they are lining up for the buses they must put their phone away in their bag until they are on the bus. Too many students are not listening to instructions and we need full attention at this time to ensure an orderly and safe dismissal. Duty staff will need to remind.</p> <p>AirPods/equivalent must not be worn on the School site.</p>	
<p><b>Smart Watches</b></p> <p>A basic time piece is all that is required by a child at school. However, should a student wish to wear a smart watch to school then its use must be limited solely to time keeping.</p> <p>The smart watch must <b>not</b> be used to access the internet, social media or the School Wi-Fi during the School day.</p>	<p>If a student is found using their Smart Watch, other than for timekeeping, it will be confiscated by the member of staff, handed in to the school office with the student's name and the student placed in a Pastoral Detention. The students will need to collect their watch from the School office at the end of the day.</p> <p>A letter will be sent home informing parents/carers of the contravention of school rules and the confiscation of the Smart Watch. The student should report to the Headmistress at break the next day to discuss the contravention of school rules.</p> <p>Should the confiscation occur for a second time, students must hand their Smart Watch to reception at the start of each day for a period of 2 weeks.</p>
<p><b>Social Media</b></p> <p>The posting of anything inflammatory, rude, insulting or in any way unpleasant, about SHS itself or about any student or member of staff at SHS will be regarded as a very serious breach of discipline.</p>	<p>Incident will be investigated and student statements taken. Parents to be informed. PCSO may be involved/matter may need to be reported to the police. Appropriate sanctions will be implemented.</p>
<p><b>Confiscated jewellery</b></p> <p>All students will be reminded about the rules in an assembly/by the form tutor at the start of each term (6 times a year.) This will be the initial warning for everyone.</p> <p>Following this initial warning, if jewellery is still being worn, members of staff should confiscate any jewellery which is not allowed, place it in a named envelope and pass it to Mrs Pryke. Infringements will be logged on Sims. The jewellery will be returned at the end of the week. If it is a repeated offence (Mrs Pryke will know from the log) the jewellery will be confiscated until the end of term and this will be logged on a concerns slip with a pastoral detention given.</p>	<p>A standard letter will be sent home to inform parents that jewellery has been confiscated.</p>
<p><b>Breaches of uniform/wearing AirPods</b></p> <p>Speak to the student and give the opportunity to correct the uniform.</p>	

<p>For subsequent breaches fill in a concerns slip and issue a pastoral detention.</p>	<p>The detention letter will inform parents of the breach of the uniform rules.</p> <p>Persistent failure to adhere to the uniform rules should be recorded on a pastoral concerns slip for the attention of the HOY with the recommendation for the student to be placed in a senior staff detention. Parents to be contacted.</p>
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