



Behaviour Policy

Lead Person :	Assistant Head (14-19)
Support Persons :	SLT. Staff
Governing Body Committee :	Discipline

Our Aims:

The Crypt School seeks to be a well-ordered, safe and supportive community in which the individual can achieve his/her best at all times. To enable this, a common code of conduct operates throughout the school which recognises and is tolerant of the rights of all to learn without being distracted by others. Anti-social or disruptive behaviour will be swiftly isolated and dealt with. At the same time, all positive means will be used to encourage and foster good behaviour throughout the school.

Our Objectives:

- A common set of procedures and standards of behaviour will be adopted throughout the school by staff and pupils alike. These will be incorporated in such documents as the Staff Handbook and the School Rules and summarised in the Code of Conduct and student planner / VI form Learning Agreement
- Clear guidance will be given to pupils and their parents, making them aware of the standards expected at Crypt and how best they can support the School. The School will inform parents immediately of all serious cases of unacceptable or poor behaviour and seek their support in addressing the problem.
- Clear procedures will operate informing staff how anti-social or disruptive behaviour is to be dealt with. These will involve a series of staged measures from dealing with incidents at source through to referral to the Head Teacher and Governors. Although good discipline competencies will be expected from all Staff, they can also expect support from senior colleagues (i.e. HODs, HOYs and SLT,) in dealing with problems of this nature.
- A varied system of rewards will be used at Crypt to encourage and recognise good behaviour. However, it is essential that good behaviour must be seen as the norm and that nothing short of the code of conduct will be expected. Likewise, by encouraging the qualities of self-discipline and tolerance pupils will be encouraged to develop a positive self image based on acceptable behaviour and good conduct
- Staff and pupils are encouraged to adopt a system of assertive discipline whereby behaviour is seen as a matter of concern to all and all will take joint responsibility for enforcing the code of conduct. Staff and senior pupils will monitor behaviour throughout the school and act on all infringements swiftly. Pupils need to recognise that the school community as a whole will take a tough line against anti-social behaviour and will adopt a common stance wherever it is detected. In these cases a common and agreed system of sanctions will operate.

- Focus on positive behaviour will be reinforced by the *Positive Learning Plus* (PLP) strategy and underpinned by the *Consequences* structure. Behavioural expectations and sanctions for Consequences will be displayed throughout the school.

The Crypt School Code of Conduct

At the Crypt School we:

- Are proud of our appearance
- Try to do our best at all times and uphold the good reputation of Crypt
- Respect each other and our environment
- Behave appropriately at all times

PLP Expectations

- Expectation 1: Arrive punctually, fully equipped, in full uniform
- Expectation 2: Respond appropriately
- Expectation 3: Work to the best of your ability
- Expectation 4: Respect people, belongings and the school environment

The main school rules are:

- Crypt expects full and regular school attendance
- Crypt expects students to be punctual to school and to every lesson
- Bullying of any kind will not be tolerated
- School uniform must be worn at all times
- Students must bring essential equipment to school as required
- Students must leave expensive personal items at home
- Students must not bring money to school other than for school lunch or school trips etc. which must be paid in immediately to the school office or to the tutor
- Students must show respect to one another and to staff at all times
- Students must walk around the building quietly at all times
- Students may bring mobile phones into school. The school cannot undertake any responsibility for their safety. Mobile phones should be switched off during the school day
- MP3 players, or similar devices, should not be worn or listened to around the school.
- Students must not bring cigarettes, matches, lighters or banned substances onto the school site or on school trips.

**CLASSROOM EXPECTATIONS**

Code	Expectation 1: Punctuality, Equipment, Uniform	Consequence
1.1	Arrive at lessons promptly.	C1, C2, C3
1.2	Bring student planner to school every day.	C1, C2, C3
1.3	Line up quietly outside lessons.	C1, C2, C3
1.4	Pupils should remove all outside clothing before entering the room.	C1, C2, C3
1.5	Pupils to follow the school uniform rules.	C1, C2, C3
1.6	Required equipment is brought to the lesson.	C1, C2, C3
1.7	All mobile phones and electrical equipment must be switched off and out of sight.	C3, C4
Code	Expectation 2: Respond Appropriately	Consequence
2.1	Look at and listen to the teacher when they are talking.	C1, C2, C3
2.2	Follow all instructions first time.	C1, C2, C3
2.3	Ask questions appropriately.	C1, C2, C3
2.4	Listen to the views of other pupils.	C1, C2, C3
2.5	Do not disrupt the learning of others.	C1, C2, C3
Code	Expectation 3: Work To The Best Of Your Ability	Consequence
3.1	Arrive on time to lessons.	C1, C2, C3
3.2	Focus fully on tasks.	C1, C2, C3
3.3	Complete work set.	C1, C2, C3
Code	Expectation 4: Respect People, Belongings And Environment	Consequence
4.1	Speak using an appropriate volume.	C1, C2, C3
4.2	Listen when others are talking and speak at the appropriate time.	C1, C2, C3
4.3	Do not use offensive language.	C1, C2, C3, C4
4.4	Put all litter in bins provided.	C1, C2, C3
4.5	Do not wilfully damage school property.	C3, C4
4.6	Do not wilfully damage the personal property of others.	C3, C4
4.7	Move around the school with due care.	C1, C2, C3

Roles and Responsibilities:

- **All Staff** are responsible for encouraging good behaviour among members of the school community. They are expected to carry out certain discipline competencies and in the case of teaching staff, maintain good classroom practices. Most cases of pupil indiscipline can and will be dealt with at source by the member of staff concerned. However, in more serious cases staff may need to report poor behaviour to the appropriate higher body. Staff have the responsibility to apply the school's system of sanctions and rewards as described in the behaviour policy. Staff are expected to contribute to detention rotas within directed time.
- **Tutors** are responsible for monitoring the behaviour of their tutor group. They are able to provide other staff with relevant background information on their pupils and make suggestions for relevant strategies to deal with them. They will monitor their pupils on a daily basis with such procedures as work and conduct reports. Tutors are a pivotal point in any dealings with a particular pupil and should be kept informed at all times as to developments relating to poor behaviour. In the first instance it will be the tutor who will contact parents, although this might not be the case for the most serious matters.
- **Heads of Department** are responsible for supporting their department in matters of classroom discipline and pupil behaviour within their subject area. They will monitor this through a system of classroom observation and shared good practice within the department. The help they might provide could include: withdrawal of individuals from certain teaching groups; advice and support on teaching methods; interviewing individual or small groups of pupils with behavioural problems within their subject area. HODs are expected to monitor sanctions issued by members of their department.
- **Pastoral Assistant Headteachers and Heads of Year** are responsible for the welfare of pupils within their year group. They monitor pupils' behaviour where this is reaching serious proportions (i.e. across a number of subject areas) and offer advice and support in dealing with individual pupils. Pastoral Assistant Headteachers will support staff with behavioural incidents and may be called upon in serious cases needing immediate attention. Furthermore, they co-ordinate the school response once parents become involved. Pastoral Assistant Headteachers and Heads of Year will also link with external agencies when these are brought in. Pastoral Assistant Headteachers have responsibility for recommending a fixed term exclusion of a pupil from school.
- **The SLT** collectively is available to support staff with behavioural incidents and may be called upon in serious cases needing immediate attention. The SLT also provides support for the School Detention system. Specific matters relating to Pastoral Support Plans are co-ordinated by Pastoral Assistant Headteachers.
- **The Headteacher** has overall responsibility for standards of behaviour. This involves informing staff, pupils and parents of the school's behaviour policy and the code of conduct; enabling new staff to acquire and develop discipline competencies; enforcing the system of rewards and sanctions as described in the behaviour policy. Only the Headteacher can exclude a pupil.
- **Governors** have responsibility for ensuring that the school publishes and operates its behaviour policy. In cases of fixed term and permanent exclusion from school they act as an

appeal body in cases of dispute, in accordance with DCSF Guidance on *“Improving Behaviour and Attendance”*.

- **Parents** have a responsibility to ensure that they and their children are aware of the school's behaviour policy and support the school in its application.
- **Pupils** are responsible for learning the code of conduct and applying it to their dealings with staff, fellow pupils and adults within the school context (including all school trips and visits).

Rewards and Sanctions

The use of Rewards

All staff should use reward and encouragement with generosity where it is deserved. Good effort and good work should not go unnoticed and every effort should be made to reinforce good behaviour and good work with praise. The PLP system actively encourages this positive outlook. The actual rewards given will vary from year group to year group but will include the following:

Rewards	Applied by	Sanctions
<ul style="list-style-type: none"> • Praise – oral and written • Recognition of good work and behaviour • PA grades • Merit stickers • Praise Cards • Commendations • Form Prizes and Subject Prizes • Letter to Parents • Department Rewards: (stamps /badges) • Posts of responsibility 	<p>All teaching staff and Tutors</p> <ul style="list-style-type: none"> • Based on school policies and procedures • Communicated to parents and pupils • Established in set of common ground rules for classroom practice • Applied consistently and fairly 	<ul style="list-style-type: none"> • Verbal reprimand • Written comments • Brief separation from class • Pupil interview • PA grades • Conduct/Work report • Removal of Privilege • Lunchtime Detention • After-school Department Detention • Extra work • School Detention • Letter to Parents • Referral to senior staff • Concern forms
<ul style="list-style-type: none"> • Praise – oral and written • Assemblies • Commendations / Praise Cards for effort • Letters to Parents • Post of responsibility • School Prizes • Department Certificates 	<p>Heads of Year, Heads Of Department & Senior Staff</p>	<ul style="list-style-type: none"> • Pupil interview • Work/Conduct Report • Letters to Parents • Internal Exclusion – subject only or general • Fixed term exclusion • Loss of privilege • Referral

<ul style="list-style-type: none"> • Merit cups 		
<ul style="list-style-type: none"> • Praise – oral and written • Assemblies • Letters to Parents • Press releases 	Headteacher and Governors	<ul style="list-style-type: none"> • Pupil interview • Work/Conduct Report • Letters to Parents • Use of PRU • Fixed term exclusion • Exclusion

The use of Sanctions

Poor behaviour and poor effort should not go unchecked. However, staff are encouraged to be consistent in their use of sanctions and punishments, as they will become devalued with constant use. Furthermore, individual pupils receiving too many and too frequent punishments will soon become disaffected.

Sanctions must be applied as appropriate to the scale of the misdemeanour and must be applied hierarchically. Where sanctions are applied staff are encouraged to keep a written record of what has been administered - this will be done mainly through the use of concern (blue) forms.

A PSP will be used to support a pupil at risk of permanent exclusion.



PLP CONSEQUENCES



'How do you choose to behave?'

- | | |
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| C1 | Verbal warning |
| C2 | 2 nd Verbal warning / name on board / short time out (calm discussion) |
| C3 | Blue Form. Pupil sent to HoD (may need escorting by a reliable pupil) for discussion. After-school detention will be set usually. Missed detention without good reason will lead to a further detention being set immediately (telephone call home). Misbehaviour in a detention will result in a telephone call to parents and the pupil being sent home immediately: another detention will be set for the next available opportunity. |
| C4 | Referred to HoY / SLT. Appropriate action taken, such as interview with parents, Pastoral Support Plan or fixed term or permanent exclusion. |

RECORDING CONSEQUENCES

C1 & C2	C2 – Pupil name on board. Frequent C2 recorded in teacher planner.
C3	Detentions always recorded in teacher and pupil planners (on Detention page). Pupils to countersign planners as well as acknowledgement of detention. Blue Form. Standard letter sent home. Teacher issuing detention must record this in the detention folder in Reception.
C4	Parents contacted (phone call / letter / meeting as appropriate).

- The pastoral team will continue to monitor pupil behaviour through concern (blue) forms and intervene as necessary.
- Concern / blue forms must be circulated promptly.
- In normal circumstances, and following a referral, a HoD, HoY or member of SLT will issue a C3 after-school detention.
- Detentions should be written on the appropriate detention page in the student planner by the HoD. Detentions should be recorded as C3, should be initialled by the teacher and countersigned by pupils as acknowledgement of detention.
- If a HoD or member of SLT is called to the room this will usually count as an automatic C3.
- Detentions will run every evening after school from 3.20pm – 4.20pm and will take place in the Dining Room.
- Students must be completing work in detentions. It is their own responsibility to bring appropriate school work to the detention. If they do not, they will sit in silence for the hour.
- Members of staff will run detentions each evening, supported by a member of SLT.
- If a student misses a detention, another detention will be set for the following evening. The SLT member attending the detention will contact parents with this information.
- If a student does not bring their planner to school, they will be issued with a 'day sheet' which can be stuck into the planner. Tutors to monitor planners: inform HoY if planner is not present 3+ times in a half term HoY will issue C3.
- The pastoral team will monitor detentions being set: students issued with 5+ detentions will be interviewed by SLT and appropriate action taken.

Behaviour Outside School

The Behaviour Policy applies on school trips, sports fixtures, work experience, visits and other occasions when students are on school business outside school. For behaviour outside school, but not on school business, the Headmaster may exclude a pupil if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole.

Pupils' behaviour in the immediate vicinity of the school, or on a journey to and from school can be grounds for exclusion.

School Procedures:

- **Classroom management and responsibilities of all staff:** All staff have the responsibility to ensure the good behaviour and safe conduct of groups in their care. Groups must not be left unattended for any length of time nor must they be in classrooms without staff supervision at breaks and lunchtimes.

- **Corridor/Playground/Dining Room Behaviour:** All staff have the responsibility to ensure good behaviour takes place throughout the school and poor conduct must not go unchecked. Duty staff will have specific duties at certain times and these will be listed in the staff room and on the electronic briefing sheet.
- **School rules:** All pupils and their parents will be given a copy of the school rules when they enter the school. It is the duty of the pupils to make themselves aware of these rules and what is required of them. Parents and pupils will be notified of any changes to these rules. Sixth Form Students will be issued with a Learning Agreement: they and their parents will sign the agreement.
- **Behaviour on School Trips/Visits:** Staff have the responsibility for ensuring the good behaviour and safe conduct of pupils in their care when out of school. Pupils will be expected to abide by all normal school rules and any extra safety constraints as informed by the staff leading the party. Any pupil breaking school rules whilst on a school trip may well be prohibited from going on future trips.
- **PLP Detention system** - Staff may put a pupil in school detention for serious misdemeanours. Guidance may be sought from a Head of Year or Pastoral Assistant Headteacher if there is any doubt. Staff must fill out a concern (blue) form and complete detention information in the school detention folder and the pupil's planner, which the pupil will take home to their parents for signing. It is the pupil's responsibility to ensure that their tutor and Head of Year sign these slips. Pupils are responsible for bringing appropriate work to occupy themselves whilst in detention - this work must be of an appropriate and productive nature. In all cases parents must have a minimum of twenty four hours notice of any detention.
- **Department Detention System** – Teachers may place a student in a Departmental detention, ensuring 24 hours' notice is given, and HODs are informed.
- **Referral System and Reporting of incidents (Concern/Blue Forms)** - All serious offences (including those warranting a school detention) must be recorded on a concern (blue) form and on the electronic data management system – these will be “actioned” by the staff concerned and then distributed to all appropriate parties for comment and will then be placed in the pupil's file.
- **Communication with Parents** - Staff may wish to contact parents in some instances of poor behaviour. They are asked to inform the pupil's tutor and Head of Year or Pastoral Assistant Headteacher before doing so. In the most serious cases they need also to inform the Headteacher. In all cases of correspondence with parents staff are advised to be moderate and courteous in their language and to ensure that a copy of the correspondence is kept on file. Letters going out on headed school paper must be shown to the Headteacher first.
- **Exclusion Policy - Governor involvement** - Exclusion is exclusively a matter for the Headmaster (with the exception of short-term internal exclusions administered by Pastoral Assistant Headteacher and Heads of Year) but staff may be asked to provide written evidence on pupils undergoing this process. A Governors Discipline Committee will meet to review fixed term and permanent exclusions as required by law and in accordance with current DSCF guidance.

- **Examples of behaviour that will almost certainly lead to temporary exclusion:**
 - a. Repeated refusal to obey the school rules.
 - b. Serious disruption of other pupils' learning.
 - c. Serious or repeated bullying.
 - d. Repeated racial or sexual harassment.
 - e. Attacks on other pupils which result in little or no injury.
 - f. Possession of banned substances on school premises or on a school trip.
 - g. Refusal to accept staff authority or use of abusive language towards staff (including posting inappropriate or offensive materials in paper or electronic form).
 - h. Vandalism of school property.
 - i. Theft.
- **Examples of behaviour that will almost certainly lead to permanent exclusion:**
 - j. Persistent behaviour of the type given under temporary exclusion.
 - k. Attacks on pupils resulting in serious injury.
 - l. Physical attacks, or threat of, on staff regardless of severity.
 - m. Serious criminal damage to school property.
 - n. Possession of and/or promoting or supply of banned substances on school premises or on a school trip.
 - o. Possession of an offensive weapon or explosives on school premises or on a school trip.

Links :

This behaviour policy does not exist in isolation and staff are encouraged to make themselves familiar with the following documents (found in the policy file):

- Bullying Policy
- SEN Policy (behaviour management issues)
- Substance Misuse Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Home - School Agreements
- LEA Inclusion Policy

Reviewed: September 2011 – very minor changes made.

Approved : October 2011