



The Windsor Boys' School

Behaviour

Behaviour Policy

The Windsor Boys' School (TWBS) is committed to creating an environment where exemplary behaviour is at the heart of productive learning and a highly cohesive school community. All members of the school community are required to be **Ready, Respectful and Safe** to enable all students to achieve their potential. Expectations about behaviour are clear and systems to reward and encourage good behaviour and to deter poor behaviour are in place. This policy has been developed with the support of staff and students, and agreed with the school's governors and acknowledges the school's legal duties under the Equality Act 2010. The processes for implementation of this policy are in the appendices.

When this policy applies

The Head Teacher is responsible for the implementation and day-to-day management of the policy its associated procedures.

Students' behaviour, and their physical and emotional well-being, are the responsibility of all members of staff at all times. This policy applies to students who are taking part in any school-organised or school-related activity, when travelling to or from school, when wearing school uniform, or in some other way identifiable as a student at TWBS.

Aims of the policy

- Develop and maintain a culture of excellent behaviour for learning.
- Ensure that positive behaviour is rewarded through consistent application of the TWBS reward system.
- Build a community which values and praises kindness, care, compassion, and courteous and respectful behaviour through use of the TWBS reward system and high expectations.
- Ensure that all are treated fairly and equally and shown respect.
- Provide a safe environment free from disruption, violence, bullying and any form of harassment.
- Communicate rules and expectations clearly to all.
- Help students to make the right choices about their behaviour and communicate clearly the consequences of poor behaviour.
- State that all staff are responsible for addressing problems with students' behaviour in a consistent manner.
- Ensure school staff are aware of their powers to search and confiscate or to use reasonable force.

TWBS Way: the three school rules

The school has just three simple rules which all students are expected to uphold:

1. Be ready to learn.
2. Be respectful of yourself, others and the environment.
3. Be safe.

Ready

- Be on time and make sure you have all of the equipment you need.
- Wear the full school uniform correctly.
- No outdoor clothing to be worn indoors.
- All electronic and other equipment and accessories off and out of sight.

Respectful

- Respect and listen to others.
- Follow instructions at the first time of asking.
- Meet all completion dates and show self-respect by ensuring all work is completed and presented to an acceptable standard.
- Be positive about your learning.
- No food or drink to be consumed during lessons.
- Mobile phones must not be visible or used during school hours.

Safe

- Keep hands, feet, objects and personal comments to yourself.
- Be in the right place at the right time.
- Look after each other, the building, displays and equipment.
- The school does not accept responsibility for valuables: leave them at home.
- Follow safety instructions as given.

Expectations

- Each member of the school community must support the school's *Uno Animo* ethos – working together with one spirit, guided by the three rules: **Ready, Respectful, Safe**.
- Nobody must bring the name of the school into disrepute. This includes behaviour when travelling outside the school grounds, interactions with members of the public, and contributions to social and other media.
- All members of the school community must adhere to safety-related guidelines.
- Everyone must respect the school's property, equipment and resources.

In the classroom

Ready, Respectful and Safe learners at TWBS give everyone a **FAIR** chance to learn by:

- F** Following instructions first time
- A** Actively listening to staff and students
- I** Involving and engaging fully to help themselves and others learn
- R** Respecting other people and their environment

Implementation of the policy

Staff must implement this policy and associated processes consistently.

TWBS Way is **Ready, Respectful, Safe**. It is displayed in each classroom and around the school.

Staff must:

- Consistently model and refer to **Ready, Respectful, Safe**.
- Use Class Charts to record both positive and negative behaviour that occurs in the classroom and around the school.
- Remember that the emphasis is on recognising positive achievement as well as ensuring that poor behaviour is punished by an appropriate sanction (a 3:1 ratio of positive to negative behaviour points should be every teacher's target).
- Model positive behaviours and build relationships.
- Plan lessons which engage, challenge and meet the needs of all students.
- Meet and greet at the classroom door.
- Be calm and give 'take up time' when going through the consequence steps.
- Prevent inappropriate behaviours before applying a sanction.
- Follow up every time, retain ownership and engage in reflective dialogue with students.
- Never ignore or walk past students who are behaving badly.
- Deal with low-level disruption consistently using the three-step process:
 1. Reminders or Cautions
 2. Last Chance
 3. Department Remove (remove from class)

The class teacher must log Department Removes on SIMS or Class Charts.

On Call

On-call must only be used when a student refuses to engage with Department Remove (i.e. will not leave the class).

An on-call staff member will be in school during all lesson times.

Staff must log External Referrals on Sims.

Sanctions

Students who exhibit poor behaviour will receive a proportionate and reasonable sanction. This can include a verbal reprimand, detention or internal isolation. Any sanction that is imposed by the school must not compromise a student's safety.

Students who attend extra formal learning activities, such as revision sessions or extra classes, must be allowed to do so regardless of any detentions they are given. The sanction must be rescheduled.

Students who participate in extra-curricular activities, such as music rehearsals or performances, or sport matches or training, must forgo the activity if they are required to attend a detention or similar sanction. The detention must not be rescheduled or cancelled.

Students who are found to have made malicious allegations against school staff have committed a Serious Breach of the TWBS Behaviour Code. Students who commit a Serious Breach of TWBS Behaviour Code, or break the law, may be excluded.

Students who are unable to improve their behaviour may be considered for permanent exclusion from TWBS. A 'final warning' meeting between the student and family representative, the Head Teacher and a school governor may be held prior to issuing a permanent exclusion.

Students will be permanently excluded from the school for first or one off offences of a particularly serious nature, including (but not limited to):

- Serious actual or threatened violence against another student or member of staff.
- Sexual abuse or assault.
- Supplying an illegal drug or substance.
- Carrying an offensive weapon.

The decision to permanently exclude can only be taken by the Head Teacher and must be agreed by the school's governors.

At the Head Teacher's discretion, a managed move to another school may be considered in place of a permanent exclusion. Governor agreement is not required for a managed move.

Reintegration and reconciliation

Students who have been excluded for a fixed period must attend a reintegration meeting.

A reconciliation meeting may take place following a Department Remove. This may involve the class teacher and student. Others may be invited to the meeting as appropriate to resolve the issue.

A reconciliation meeting must take place following use of on call. This will usually involve the on-call member of staff, class teacher and student.

A reconciliation meeting must take place following a reintegration meeting. This must be attended by the student and a parent/guardian and will usually also involve the student's pastoral leader and/or a senior member of staff. A formal record of this meeting will be made and retained.

Guidance for staff

Behaviour Policy – A Summary

High quality behaviour is underpinned by:

- Praise, positive reinforcement and rewards
- Relationships
- Lesson planning

The TWBS Way is **‘Ready, Respectful, Safe’**. It is displayed in each classroom and around the school.

TWBS Consistencies

Consistently model and refer to ‘Ready, Respectful, Safe’.

Model positive behaviours and build relationships.

Plan lessons which engage, challenge and meet the needs of all students.

Meet and greet at the door.

Be calm and give ‘take up time’ when going through the steps. Prevent inappropriate behaviours before applying a sanction.

Follow up every time, retain ownership and engage in reflective dialogue with students.

Never ignore or walk past students who are behaving badly.

When dealing with low-level disruption

Step 1 - Reminder(s)/Caution Step 2 – Last Chance Step 3 – Department Remove.

‘External referral’ (on-call) will only apply in the event of a student refusing to engage with the ‘department remove’ (i.e. will not leave the class); this is a serious breach of TWBS Behaviour Code.

Department removes and external referrals must be logged on Sims or Class Charts by the class teacher.

A serious breach of TWBS Way is an incident which may lead to a fixed term exclusion. Alternatives to exclusion, where appropriate, include Internal Exclusion and detentions.

Behaviour Policy

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Reviewed by: Mr M Rooke

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