



THAMESVIEW SCHOOL

**Thong Lane, Gravesend,
Kent DA12 4LF**

Behaviour Policy

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BEHAVIOUR POLICY

Vision

We believe that good behaviour is an integral part of the learning process. Everyone deserves to learn and teach in a safe, effective environment including on school trips and on the journeys to and from school. Positive relationships (between students, their peers and adults) are integral. Students and staff are expected to remain calm at all times and use positive language. We also encourage the use of restorative principles to rebuild relationships instead of sanctions alone.

Positive Behaviour Poster

We all believe in and adhere to the 3 Rs (Right place, Right time, Right thing) for a great attitude. To help achieve this, staff can apply the 3 Cs (Caution, Choice, Consequence) for great behaviour. We have high expectations of our students and believe that all students possess the Qualities of a Thamesview Student. These are displayed and used in every classroom to promote positive behaviour (see Appendix 7).

Roles & Responsibility

The Governing Body, Headteacher, staff, students and parents/carers are all responsible for ensuring that all aspects of the school's Positive Behaviour and Rewards Policy are followed and applied fairly and consistently.

Rewards

We believe that rewards are much more effective than punishment. Verbal praise should be used regularly to develop behaviour for learning. The Senior Leadership Team complete termly walks to reward students who have shown that they have the qualities of a Thamesview student and regular termly and end of year rewards are organised by the Senior Leadership Team and Community Leadership Team for students with good behaviour, attendance and punctuality. The school rewards system 'My Stickers' allows two students per every lesson taught, to be recognised for going above and beyond expectations however more may be given during specific focus weeks or in exceptional circumstances. The stickers are awarded by the class teacher based around the qualities of a Thamesview student. Students are then given the opportunity to log their rewards online and can either save them or select a prize from the school shop.

Sanctions

It is essential that all students complete their sanctions within two days of receiving them and a student should be given one chance for missing a sanction before referring them on to their Subject Leader or Community Leader for an extra sanction. Students who then fail this sanction will be placed into the Isolation Room (a copy of the Isolation Room Guidelines can be found in Appendix 1). Students who are placed into the Isolation Room on 3 occasions in the same academic year will then follow the Sanction Ladder should they receive any further isolation or exclusion sanctions (a copy of the Sanction Ladder can be found in Appendix 9). Staff should record all incidents of unacceptable behaviour on ClassCharts that have led to either a whole school detention (WSD), afterschool detention for one hour, an isolation room or exclusion or a student being placed on a monitoring report (a copy of the SIMS logging guide can be found in the appendices). Whole School Detention information can be found in Appendix 10.

Use of Force

Staff should refrain from using force. In extreme situations when force has been used, the member of staff must write up the incident and inform their Line Manager and the lead for behaviour immediately. A copy of the DFE Guidance on the Use of Force can be found at the following address:

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

Support Schemes for Students

Students causing concern are identified and the response will be according to the Subject or Community Behaviour Support Flow Chart, Appendices 4 and 5. When ensuring that all students are supported, this policy adheres to the Equality Act 2010 in acknowledging the legal requirement to make reasonable adjustments to the application of the policy for disabled children and children with SEN.

Support Schemes for Staff

Staff who have difficulties with a particular teaching group should seek support from their Subject Leader, their Line Manager, the student's community or the Ozone. If misbehaviour is so serious that the teaching and learning cannot continue, staff should use their department support system. The Exclusion Events Support should only be called for possible exclusion type offences or for students refusing to leave the classroom and attend the drop off area for the department (EES guidelines, see Appendix 3).

Involvement of Parents

Parents of students causing concern should be contacted at the earliest possible stage to discuss strategies and support for the individual student. Parents of students at risk of exclusion from persistent poor behaviour will be involved in the development of an individual Community or Subject Support Programme (CSP and SSP). These should be reviewed regularly by the member of staff responsible.

Whole School Interventions

Thamesview operates some whole school zero tolerance approaches to specific behaviour incidents, Appendix 8). Lists in this document of behaviours are not exhaustive; behaviours that are not in the spirit of Thamesview's high expectations may also be subject to sanctions.

Consultation

To be fully effective, the Positive Behaviour and Rewards Policy needs support from the whole school community. Consultations occur on a regular basis with staff, parents, students and governors.

Monitoring and Evaluation

The school will regularly audit the effectiveness of the Positive Behaviour and Rewards Policy.

The audit will consider effectiveness of support, including use of Exclusion, Sanctions and Restorative Justice. The resulting outcome will inform the school Improvement Plan and lead to identification of targeted training for staff.

Special Educational Needs

The school has a legal duty, in respect of safeguarding and in respect of students with special educational needs and/or disabilities (Equality Act 2010). Students with special educational needs and those with disabilities will be supported in accordance with all relevant legislation. Where a student with special educational needs is at risk of exclusion, the SENCO and Welfare Support Managers will ensure that the special needs or disability of the child are taken into account and that support measures from the school are appropriate (eg: Individual Education Plan).

A report on Inclusive Practices is provided to the Governors at least twice during the school year.

Behaviour Policy

This policy was agreed and adopted at a Governors' Meeting held on _____ (date)

Signed: _____ (Governor)

Signed: _____ (Headteacher)

The policy will be formally reviewed in _____ (date)

Policy on the Exclusion of Students

Exclusion of Pupils:

Thamesview School has adopted the DFE detailed guidance "**Exclusion from maintained schools, Academies and pupil referral units in England. A guide for those with legal responsibilities in relation to exclusion 2012**" which, contains information on when and how exclusion should be implemented, and procedures for appeals against exclusion.

Any student who receives an internal exclusion or fixed term exclusion will automatically be placed at the corresponding step on The Sanction Ladder (see Appendix 9).

A Re-Admittance meeting will be held after every exclusion (fixed term or internal). A student will remain in isolation if it is felt that, at this meeting, the issues that led to the exclusion have not been resolved.

This guidance can be accessed via:

www.education.gov.uk

Policy on the Exclusion of Students

This policy was agreed and adopted at a Governors' Meeting held on _____ (date)

Signed: _____ (Governor)

Signed: _____ (Headteacher)

The policy will be formally reviewed in _____ (date)

APPENDIX 1

Isolation Room – Routines and Procedures

The aims of the Isolation Room are:-

- To improve the behaviour of students
- To reduce the number of fixed term exclusions from the school
- To encourage students to take responsibility for their own behaviour
- To support the school's policies on behaviour

Students who seriously breach the school's reasonable expectations of appropriate behaviour and **whose behaviour is deemed to prevent the effective learning of self and/or others** will be placed in an Isolation Room. The decision to place a student in the room is to be taken by a Head of Learning Community, Subject Leader or any member of the Senior Management Team. Referrals to the Isolation Room will be managed by the lead for behaviour.

The Isolation Room is not a drop off room and all referrals must be agreed with the lead for behaviour beforehand.

There is a telephone and computer for staff use in this room.

There will be a maximum of 11 students in the room at any one time and it will be supervised by a member of staff at all times.

Students will be given work to complete. Students will be able to use a laptop if it is required while in the Isolation Room. It is an expectation that students will complete work throughout the day in the Isolation room and appropriate resources will be provided for them.

Parents will be informed by the school when a student is placed in the room. Any student who fails to pass the monitoring sheet whilst in the Isolation Room will need to repeat the sanction during the next school day. Students who fail to improve their behaviour using this sanction or refuse to attend the Isolation Room will be discussed with the Headteacher and the lead for behaviour with a view to a fixed term exclusion from the school or an internal exclusion.

The Isolation Room ends at 4.00pm (unless on an internal exclusion, which ends at 5.00pm) and students will remain there until 3.15pm, where they will then be escorted to the subject, community or staff member who placed them into the Isolation Room.

APPENDIX 2**Procedure for staff supervising the Isolation Room**

- Students must report to the Isolation Room at 8:35am where they will be met by a member of staff and escorted into the Isolation Room.
- Staff should arrive on time and must not leave until the next member of staff has arrived. At no time must the Isolation Room be left unattended.
- Supervision staff to follow guidelines, available in the Isolation Room folder.
- Students must be allowed to visit the toilet during the day. Only one student at a time can visit the toilet. Toilet visits must be recorded (with times) on the monitoring sheet.
- Students will have a log of their attitude and behaviour during the day. At 3.15pm, students in the Isolation Room will be escorted back to the subject, community or staff member who placed them in there in order to discuss the reasons and help rebuild the relationship. They will remain here until 4.00pm.
- Students must not be allowed to have contact with any other students during their time in the Isolation Room.
- Students in the Isolation Room must bring a packed lunch with them on the day they are isolated, any FSM students will have a packed lunch provided by the school.
- Staff should only speak to students in order to give out instructions in a calm, clear and quiet manner.
- Any concerns regarding the student's behaviour each session must be recorded on the Monitoring Sheet.
- The monitoring sheet must be completed at the end of each session before the member of staff leaves the Isolation Room.
- If a member of staff supervising the Isolation Room has a problem, the telephone should be used to contact the Main Office or the students' community for exclusion event support (EES).
- Students are expected to complete at least 10 sides of quality work. Failure to do this may result in a failed day and another day in isolation.

APPENDIX 3

Guidance for Staff for Exclusion Event Support (EES)

Aim of Exclusion Event Support (EES):

EES is the support available to all staff at Thamesview to ensure that they are able to teach effectively and that students are given the opportunity to learn. If an incident occurs in a lesson that compromises the adult's ability to teach or for the students to learn, it is appropriate to send the student to their department support. A request for a member of staff on EES to help resolve the problem should be made by informing the main school office or the students' community by giving their name, location and the reason for the referral.

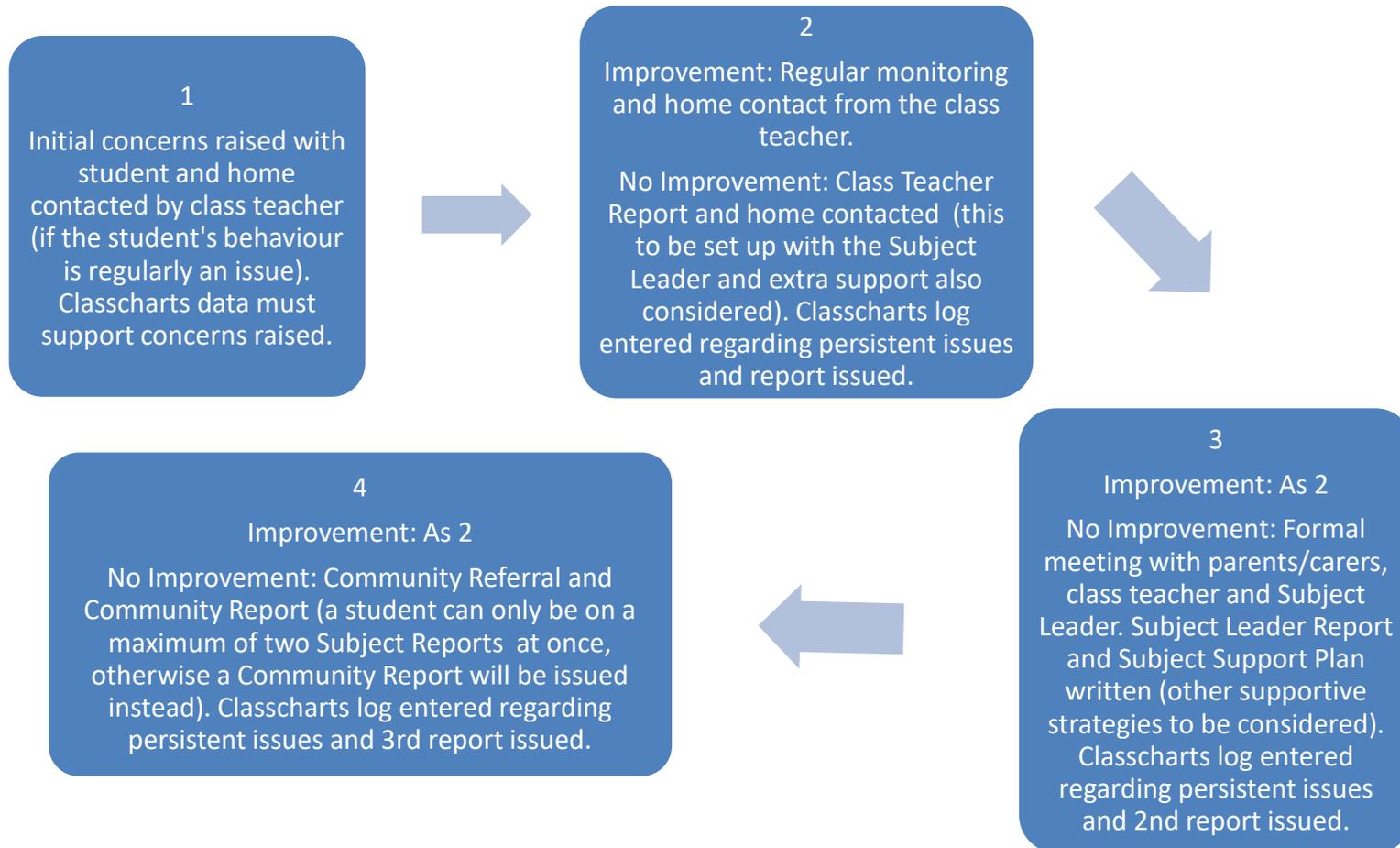
Principles of EES:

1. Communities should ensure that their radio is tuned to the correct channel (currently channel 1) and the radio is working.
2. A member of SLT or ELT will be timetabled for support only. This can be found in the EES folder in the main school office.
3. On arriving at the location the EES member of staff should ask the adult requiring assistance for the details of difficulties so that the correct steps can be taken. This could be removing the student to investigate the incident further before applying instant sanctions or resolving the problem where a student is refusing to leave the classroom and go to the department support.
4. It is important that the EES Log in the folder is correctly completed.

For information:

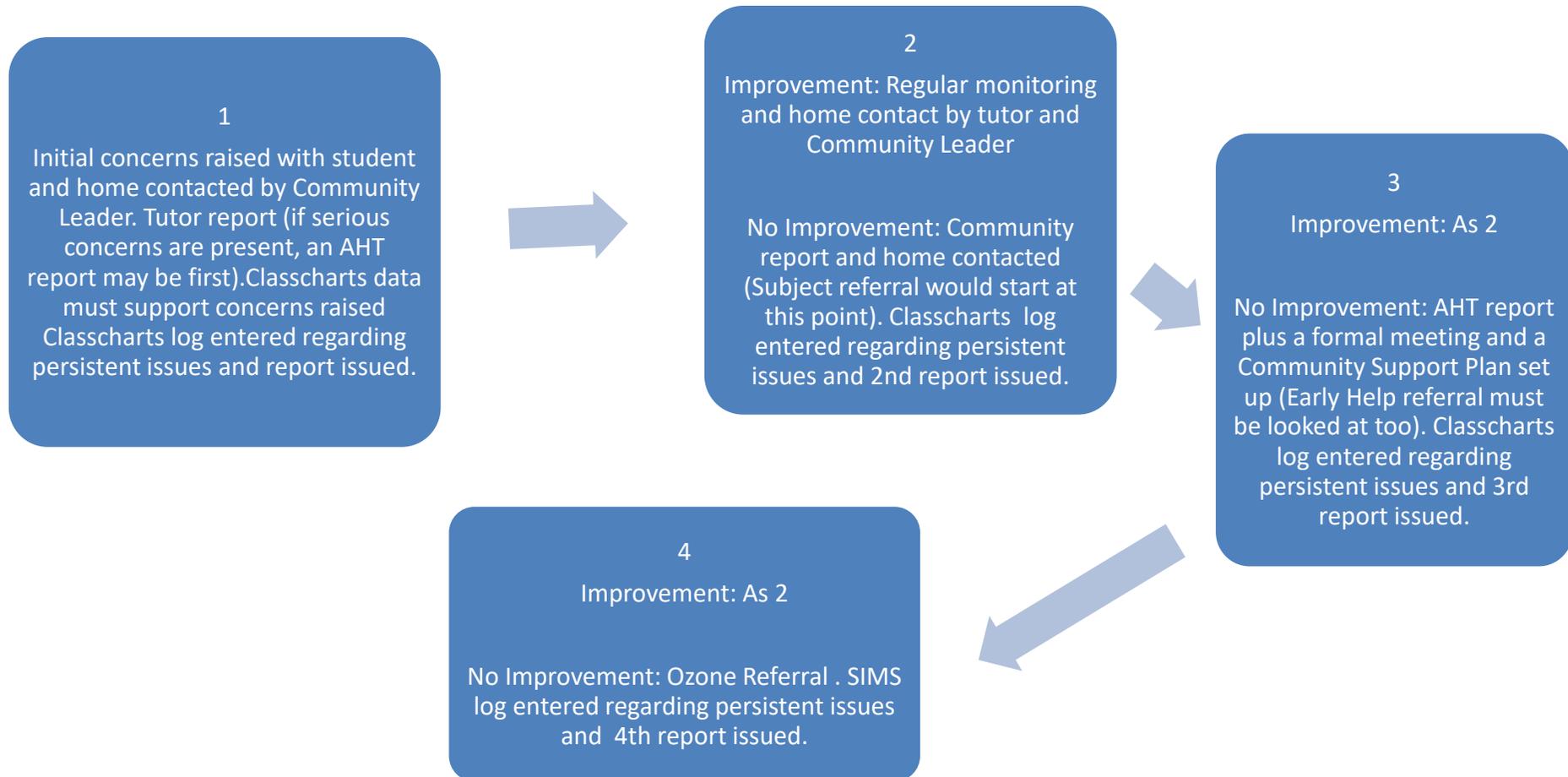
EES callouts are logged into the school's record system, ClassCharts. We try to ascertain patterns of behaviour, areas of difficulty for staff and students. If you identify that you are attending the same lesson for the same students on a regular basis, please refer the matter to the student's community, the Subject Leader and the staff member's Line Manager so that they are able to counter the difficulty on a more permanent and positive solution basis (i.e. arrange for some restorative justice, write home, provide LSA support, move the student to another group or other suitable arrangements).

Thamesview School
Subject Behaviour Support Flow Chart



APPENDIX 5

Thamesview School
Community Behaviour Support Flow Chart



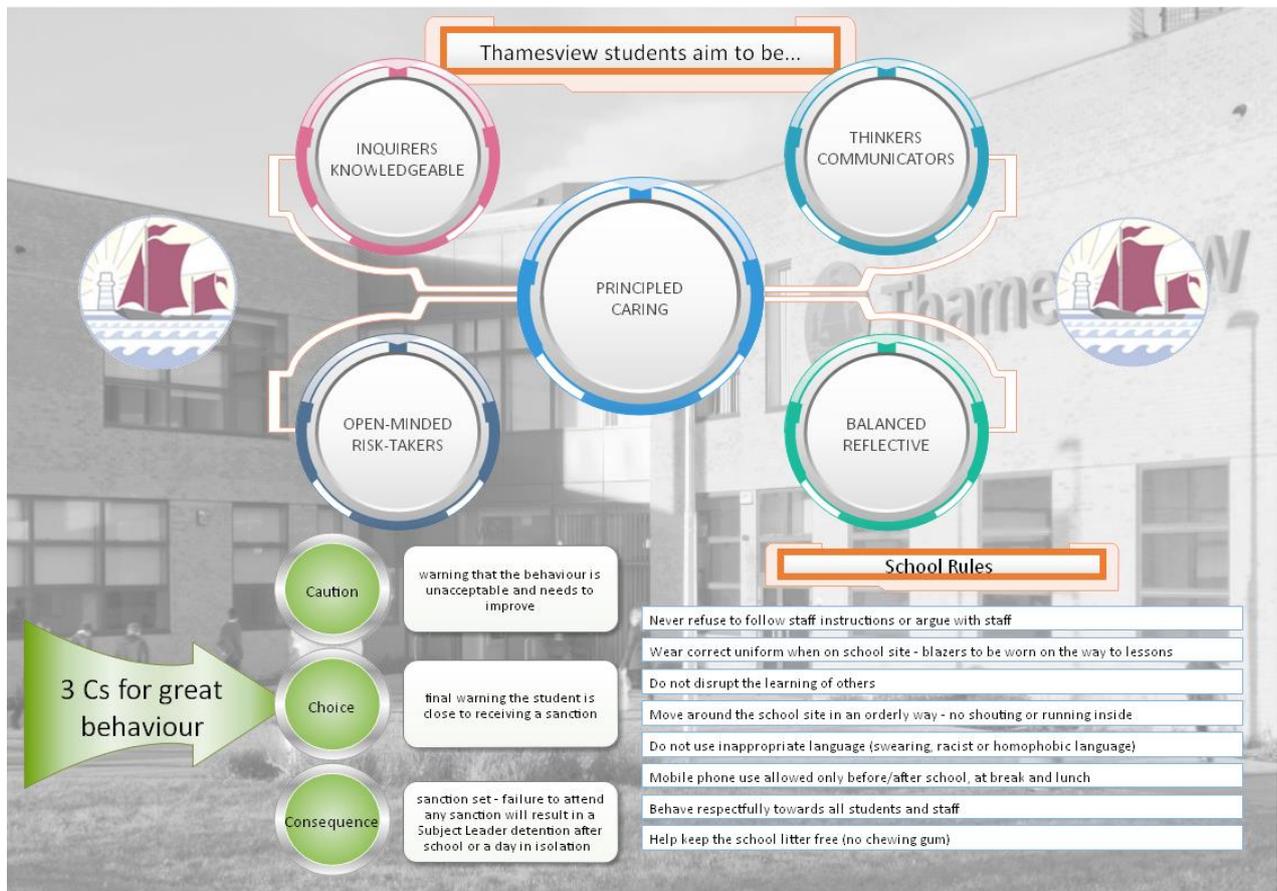
APPENDIX 6

A ClassCharts behaviour log is only needed for the following reasons:

Sanction	By Whom
Classroom Behaviour Point	Class teacher
Teacher detention	Class teacher
Subject leader detention	Subject leader
Community detention	Community
Whole School Detention	Awarding teacher
Isolation Room	Subject leader/Community/SLT
Exclusion (Room)	Community/SLT
Behaviour Report (please add who they are reporting to)	Class teacher/Subject leader/Community

APPENDIX 7

Thamesview School
Positive Behaviour Poster



APPENDIX 8

Thamesview School
Whole School Approaches to Positive Behaviour

Homophobic, Racial and Bullying incidents:

All students that have been found after investigation to have been involved in any of the above, will be sanctioned either using the Isolation Room or fixed term exclusion. All incidents will be logged on the Kent County Council website and parents will be informed. The lead for behaviour will monitor this information.

Mobile Phones:

Mobile phones are not allowed to be used or seen during lesson time or in the transition period between lessons. If a student fails to follow this rule, the phone is confiscated and locked away in the school safe. For the first and second offence, the student will be given their phone at 3.10 on the same day. For the third or more offences, the student will be placed into the Isolation Room and the parent/carer will have to collect the phone. A whole school detention will be issued for any mobile phone incident – see appendix 10.

Swearing at or with staff:

Any students that have been found after investigation to have sworn at a staff member with the intent to abuse them, will receive an internal exclusion. If they have been found to have sworn in conversation with a member of staff, they will be placed into the isolation room.

Equipment, Appearance and Uniform:

All students will be checked each morning before they enter their tutor room to ensure that they have the minimum requirements for equipment (pen, pencil and ruler), they are dressed correctly and their appearance does not break any of the school's expectations. Students, whose appearance does break these expectations, will be placed in isolation with their community or the Isolation Room until the matter is resolved. Persistent (more than 5 times) or serious uniform concerns will also mean that the student is isolated until the matter is resolved. A whole school detention will be issued for any Equipment and uniform incident – see appendix 10.

Assault (physical, verbal or emotional):

All students that have been found after investigation to have been involved in the above will receive an internal exclusion.

Smoking:

Please see the Smoking policy for details.

Truancy:

All students that have been found after investigation to have truanted one lesson, will be sanctioned from their subject teacher. Any students that have truanted more than one lesson, will be sanctioned by their community for up to the time missed. Persistent truancy will result in parental meetings and the Isolation Room being put in place.

For all of the above, decisions will be made on an individual basis and taking into account all factors such as the student and the specifics of the incident.

APPENDIX 9

Thamesview School
Sanction Ladder

The Sanction Ladder:

Students who are placed into the Isolation Room on 3 occasions in the same academic year will then follow the Sanction Ladder should they receive any further isolation room or exclusion sanctions. Once a student is placed on the Sanction Ladder they will automatically move to the next step of the Sanction Ladder every time they receive another isolation room or exclusion sanction during that school year. At the end of each academic year the Sanction Ladder will be reset and the majority of students will start the new academic year at the bottom of the Sanction Ladder. Any student who is on Step 5 or above on the Sanction ladder will have their sanctions carried over to the following academic year. For example, a student who is on Step 5 at the end of Year 9 will resume their position on Step 5 at the beginning of Year 10; a further sanction will result in the student moving to Step 6. There may be exceptions regarding this and this will be decided by the Deputy Headteacher or Headteacher.

The Sanction Ladder

STEP	SANCTION
10	Exclusion
9	School Sanction (Inclusion/Internal Exclusion or Fixed Term Exclusion)
8	School Sanction (Inclusion/Internal Exclusion or Fixed Term Exclusion)
7	School Sanction (Inclusion/Internal Exclusion or Fixed Term Exclusion)
6	School Sanction (Inclusion/Internal Exclusion or Fixed Term Exclusion)
5	School Sanction (Inclusion/Internal Exclusion or Fixed Term Exclusion) – AHT Report
4	School Sanction (Inclusion/Internal Exclusion or Fixed Term Exclusion)
3	School Sanction (Inclusion/Internal Exclusion or Fixed Term Exclusion) – Community Report
2	School Sanction (Inclusion/Internal Exclusion or Fixed Term Exclusion)
1	School Sanction (Inclusion/Internal Exclusion or Fixed Term Exclusion)
	3 Inclusion/Internal Exclusion Room Sanctions

APPENDIX 10

Whole School Detentions

The WSD system aims to promote positive behaviour in and around school by sanctioning unacceptable behaviour on the day (or day after) it occurs.

A Whole School Detention (WSD) will be issued to a student for any of the following incidents;

- **Swearing** (use of inappropriate language on school site)
- **Mobile Phones** (phones must be out of sight, not in top pockets, they are only allowed to be used before school, after school, break & lunch time, any phones out at the incorrect times will be confiscated and a WSD issued)
- **Headphones** (headphones must be out of sight, not allowed through shirts, they are only allowed to be used before school, after school, break & lunch time)
- **Lack of Equipment** (pen, pencil, ruler & PE kit)
- **Littering**
- **Chewing Gum**
- **Uniform Issue** (wearing trainers/no tie/no blazer)
- **Late to school 8.35am – 8.55am**

If a student is given a WSD between the beginning of the school day and 10.55am (end of period 2) they will be issued with an immediate 20 minute detention during the first school break at 10.55am until 11.15am on the same day. If a student is given a WSD between 10.55am and 1.15pm (end of period 2 until the end of period 4) they will be issued with an immediate 20 minute detention during lunch break at 1.15pm until 1.35pm on the same day. If a student is given a WSD between 1.15pm and 2.55pm (start of lunch break until the end of period 5) they will be issued with a 20 minute detention during the 20 minute break at 10.55am until 11.15am on the following day. No eating is permitted during any WSD.

If a student fails to attend a WSD they will be issued an afterschool detention for 1 hour, the day of the afterschool detention will be advised by the member of staff overseeing the WSD.

If a student fails to attend the 1 hour afterschool detention a heavier sanction will be imposed for failure to attend the WSD sanctions policy (for example, an isolation room sanction will be given).