



Ingleby Manor Free School

Policy Statement for Positive Conduct

This policy was formally reviewed by Ingleby Manor Free School on: 21/9/2016

The renewal date for this policy is: September 2018

Responsible Colleagues: **Principal/SLT Member Dawn Steele**



Positive Conduct Policy Statement

Underpinning this policy statement are our core values defining our commitment to an ethos of mutual respect and encouragement:

- School Staff pledge to teach, engage and support to the best of their ability
- Students pledge to give of their best at all times
- Parents commit to support the learning journey of their child/ren and the school

The purpose of this policy statement is to ensure systematic, consistently applied approaches to behaviour management. By applying this policy consistently, students will feel safe, secure and supported and that our response to any behavioural issue is in the best interests of all.

INTRODUCTION

Ingleby Manor Free School aims to create:

- an environment in which each member of staff and student is encouraged to give of their best at all times
- a safe, secure and happy learning environment
- a successful, orderly and supportive community
- a place where each student can take pride in his or her achievements and become successful and confident citizens
- a holistic approach addressing the achievement of each student's emotional, social and educational potential

In order to attain these aims, a climate of positive behaviour is important for the progress of the whole school.

We believe that:

- a well-managed, organised and orderly school will help students obtain their highest standards
- the school should be a place of positive, purposeful and disciplined learning
- good conduct should be promoted by encouragement and praise
- all staff should make students aware that there is a consistent approach to rewards and sanctions

- good conduct should be shown by all who work in Ingleby Manor Free School.
- communication and support are vital in maintaining high standards.

School staff, parents and students all have a responsibility in encouraging positive behaviour in school

RIGHTS AND RESPONSIBILITIES

Purpose

At Ingleby Manor Free School we believe that to secure the best learning environment for all our students it is the responsibility of all of us to ensure that we can all enjoy these four basic rights:

- All students have a right to learn to the best of their ability
- All adults have a right to do their job in supporting and promoting learning
- Everybody has a right to work in a safe, healthy, pleasant and clean environment □
Everybody has a right to dignity and respect

Responsibilities

It is the responsibility of all members of our school community to ensure that we can all enjoy these rights. In particular:

The School is responsible for:

- Providing a named first point of contact for parents/carers to discuss issues about their child – this is Mrs Zoe Matthewman
- Providing well planned, well taught, interesting and stimulating lessons in a safe, orderly and disciplined learning environment
- Marking and assessing students' work in order to provide positive feedback in accordance with the school marking policy, on how they may improve their academic performance. This will involve setting reasonable and challenging targets for improvement

- Informing parents/carers promptly of any problems with learning, behaviour, attitude, effort or attendance
- Treating all students in a fair, reasonable and consistent manner
- Providing parents/carers with clear and helpful feedback on their child's progress at regular intervals
- Providing the opportunity to meet and consult with parents during each academic year
- Ensuring that whenever any of our basic rights are infringed the inappropriate behaviour is dealt with as swiftly as possible and in the spirit of finding positive solutions

Parents are responsible for:

- Taking an active interest in their child's schoolwork and praising, encouraging and rewarding their child for his/her effort
- Ensuring their child attends school regularly and arrives on time
- Ensuring their child arrives at school properly dressed in full uniform with the correct equipment
- Supporting the school's learning and behaviour policies by reinforcing classroom expectations and rules through discussion with their child
- Where necessary, supporting the school's sanctions and interventions designed to help their child make better choices about their behaviour
- Attending parents' consultation evenings
- Responding to electronic communications, letters and staff recommendations
- Informing school promptly of any problems their child may have and keeping the school informed of any change in home circumstances

Students are responsible for:

- Giving their best effort to engage in the challenge of learning each and every day
- Arriving at school on time in full, correctly worn, school uniform
- Being fully equipped for all lessons, including PE
- Working to the best of their ability in all lessons, co-operating with, and encouraging, others and listening carefully to teachers and peers

- Following and respecting the rules set down for their safety and to help them to learn
- Behaving responsibly and appropriately in class, about the school and whilst travelling to and from school
- Supporting the school's anti-bullying and positive conduct policies and showing respect to all who work and study at Ingleby Manor Free School
- Taking care of the school and its property by using equipment sensibly and not dropping litter
- Participating in all learning sessions deemed necessary for Individual students

A DEFINITION

OUTSTANDING BEHAVIOUR

Whilst outstanding behaviour can be defined in many ways, the following comments are useful as a starting point:

- Students make every effort to ensure that they, and others, learn and thrive in an atmosphere of respect and dignity.
- Students show very high levels of engagement, courtesy, collaboration and cooperation in and out of lessons.
- Students have excellent, enthusiastic, attitudes to learning, enabling lessons to proceed without interruption.
- Students are highly adept at managing their own behaviour in the classroom and in social situations, supported by systematic, consistently applied approaches to behaviour management.
- Students are very calm, orderly and considerate when moving around the school.

In order to achieve this, we believe that the most effective means of securing students' outstanding behaviour is through encouraging enthusiastic attitudes to learning through well planned innovative lessons, positive and creative approaches and high levels of student engagement and collaboration.

Behaviour, Rewards and Classroom Expectations

The following day to day practice supports the overarching aims of the positive conduct policy above:

Behaviour and expectations:

- Students are expected to line up outside of the classroom prior to the start of each lesson
- The classroom teacher should greet students at the door and ensure an orderly entry to the room.
- Teachers should have seating plans for all classes, but inform students that this is open to changes by the class teacher as the term proceeds. Please be consistent with seating plans and quietly ask a student to return to their assigned seat if they choose to sit elsewhere at the start of the lesson.
- At the end of each lesson students should stand quietly behind their chairs, when the teacher is happy that the room is tidy and the students are ready to leave, they should do so in a calm manner.
- Classroom teachers are expected to use their professional skills before moving to formal sanctions.

Behaviour Points and Sanctions:

If a student is not meeting expectations the following system will be implemented:

Step one: Student is given a warning and told that their behaviour is not in line with the school expectations and this is their **chance to correct** their behaviour.

Step two: If the unacceptable behaviour continues the student will be given a **first behaviour point** which is recorded in SIMS. Student will be informed that the next time the teacher has to speak to them in the same lesson, they will lose a club time and catch up with subject work instead.

Step three: If the student continues with the unacceptable behaviour, then they will be given a **second behaviour point**. This will also be recorded in SIMS. Students will be informed that they have now lost a club time and the class teacher will be calling parents.

Step four: If the student still continues with the unacceptable behaviour the student will be removed by a member of SLT, this will be logged on SIMS as a serious incident, and the student will receive a **'wake up call'**. A member of the SLT will contact home and the student and parents will be asked to attend a meeting with a member of SLT at 7.30am on an agreed morning.

Tracking of behaviour points in SIMS will trigger the following actions:

5 behaviour points will lead to a one to one discussion between student and form tutor to discuss behaviour and what they can do to improve things.

10 behaviour points will lead to the student going onto report, which will be monitored by form tutor and parents.

20 behaviour points will lead to student going onto SLT report, which will be monitored by a member of the SLT and parents.

Each lesson will commence with a 'clean slate' and the policy applies to any one lesson at a time.

Exclusions

Serious incidents which endanger other students or severely disrupt learning may result in an immediate exclusion period. The school reserve the right to seek permanent exclusion if a student is deemed to be dangerous or persistently disruptive.

Rewards

Our rewards system is really quite simple; anything at all that makes a colleague raise an eyebrow in a positive way is given a house point.

Some examples: good answer, good piece of work, helping someone, good manners absolutely anything that makes you think 'that's great' should be rewarded with a house point.

Again, all house points should be recorded on SIMS. Students should be aware that their house points contribute to their house total, and this will be competitive across the school year. The house with the most house points at the end of the year will receive recognition.

Tracked house points will be totalled each week and can be shared with students in our celebration assemblies.

Positive behaviour posters are displayed in all classrooms.