



Regents Park Community College

Behaviour Policy & Procedures

Policy updated: July 2021

Policy ratified at Governors Meeting: July 2021

Policy signed by: Chair of Governors

Policy to be reviewed: July 2022

Statutory

The behaviour policy and procedures are the operational guidelines for the implementation of the Behaviour Principles and the Code of Conduct

All staff have a duty of care to maintain good order and safeguard children's safety and well-being.

Members of staff are responsible for applying the Consequence Ladder to encourage behaviour in line with the school's Code of Conduct. Staff members are expected to make every effort to solve any discipline problems themselves as they arise in line with the Consequence Ladder. The option of referral to serious sanctions should not be taken too quickly and not prior to each stage of the Consequence Ladder being adhered to.

It is recognised that in certain circumstances a referral to a Curriculum Leader and/or a Head of Year may be necessary and staff should not hesitate to ask for guidance and assistance from senior colleagues. We recognise that any members of staff, including experienced and/or senior staff, can need assistance and advice in particular situations or circumstances as they arise. Staff members are encouraged to recognise that asking for such advice and guidance is not a sign of weakness. All members of staff should work together to apply the policy consistently.

Responsibilities for Actions to Promote Positive Behaviour

Students' responsibilities are to:

- develop the RPCC ethos of Green and Proud
- follow the school's Code of Conduct
- follow the school's dress code by wearing the correct uniform
- sign and follow the Home School Agreement form
- actively seek rewards
- keep all certificates in a safe place
- be proud of achievements
- behave appropriately and show respect for your teachers, support staff and other students
- let a member of staff know if they have a problem at the appropriate time and in the appropriate manner
- attend school every day and be punctual to school and lessons
- be prepared for lessons with a positive attitude and with appropriate equipment for learning
- complete all work to the best of their ability making the most of the learning opportunities
- promptly take their seat in accordance with the seating plan
- take pride in representing RPCC in the wider community
- to embrace opportunities for creativity and challenge
- report any safeguarding issue to a member of staff

- To follow the one-way system
- To stay in their allocated year group area

Parents' responsibilities are to:

Parents play a key role in encouraging good behaviour by supporting the school with the Code of Conduct

- sign the Home School Agreement and ensure it is rigorously followed
- encourage their child to seek rewards, creative opportunities and challenges and celebrate achievements
- be proud of their child's achievements
- encourage their child to behave appropriately at all times, both in school and in the wider community including on the and from school
- ensure that their child attends school every day and is on time
- make sure that their child wears the correct uniform as is presentable for school in line with the school dress code and that they have the correct equipment for learning
- read and respond to all letters and telephone calls from the school
- attend all parents' evenings to support their child
- actively support the school's sanctions e.g. detentions, reports etc
- use appropriate means to communicate with staff as necessary
- report any safeguarding issue to a member of RPCC staff

Class Teachers' responsibilities are to:

- issue rewards / Post Cards appropriately
- pass to Curriculum Leaders the names of students who are to be awarded Subject Awards
- refer students to Curriculum Leaders or senior leaders for praise
- use the Consequence Ladder, as appropriate
- expect and encourage the highest standards of behaviour in the classroom and around the school
- make expectations clear when asking students to follow instructions
- remain calm and avoid confrontational behaviour with students
- plan and mark work that is challenging, stimulating and appropriate for individuals' needs
- monitor uniform standards within their classroom and around the school
- offer effective means of communication with home
- deal with attendance and punctuality to school and lessons
- provide appropriate study support and intervention when students are working below expectation
- deal with manners and inappropriate language in the classroom including discriminatory language
- support the code of conduct including enforcing the rules on mobile phones and other electronic devices
- report any safeguarding issues to the DSL and safeguarding team

Curriculum Leaders' responsibilities are to:

- encourage their department to issue Rewards / Post Cards
- present subject award certificates
- encourage positivity in lessons
- discuss the Presentation Awards nomination with department
- pass names to senior leaders and the Headteacher for Commendation
- promote and use the Achievement Ladder to the full, including 'Students of the week/fortnight/month'
- develop effective support for students and staff within their curriculum area
- set high expectations of staff and students linked to progress, respectful behaviour and attitude to learning
- follow up incidents with rigour
- analyse data to plan effective interventions
- report any safeguarding issues to the DSL and safeguarding team

Tutors' responsibilities are to:

- implement a fair system of appointing School Council representatives
- share attendance data with students and work with students and families to improve attendance which is below expectations
- bring to the attention of the Head of Year those students who deserve particular recognition
- encourage students to keep all certificates and achievements
- use the Consequence Ladder
- Implement the code of conduct, anti-bullying ladder, school dress code and the home school agreement
- to record all telephone calls, emails and meetings with parents and pass to Year Team for holding on the student's file
- report any safeguarding issues to the DSL and safeguarding team

Head of Years' responsibilities are to:

- share attendance data and the colour coding system and work with students and families to improve attendance which is below expectations
- keep up -to -date record of rewards
- display individual, group, year, Head of Year and school achievements
- issue attendance certificates
- pass names to senior leaders and the Headteacher for Commendations
- monitor behaviour records and plan interventions to support learning
- collaborate with the Tutors to support student progress
- work with outside agencies and groups to offer students extended opportunities for learning and to plan additional support
- lead the Year Group with rigour to ensure high standards of uniform, respect and behaviour
- record all telephone calls, emails and meetings with parents and pass to Head of Year Support for recording in the student's file
- report any safeguarding issues to the DSL and safeguarding team

Leadership Team's responsibilities are to:

- promote, recruit and select prefects against published criteria
- use the Achievement Ladder to the full
- display names of students who receive an Award at Presentation Ceremony
- support the Head of Year and Curriculum Leaders in managing their responsibilities for students and families.
- report any safeguarding issues to the DSL and / or Headteacher

Headteacher's responsibilities are to:

- select Senior Student Leadership Team members using a fair process
- present Prefect and Senior Student Leadership Team
- present certificates in assembly, as invited
- present student badges in assembly, as invited

Regents Park Rewards include:**Rewards: Class Teachers' Responsibilities**

- Verbal praise
- Post Card / Letter home
- Phone call to parents
- Parental interview
- Student interview
- Refer to Curriculum Leader for praise
- Use of the Curriculum Area reward board
- Caught being Good raffle tickets

Rewards: Curriculum Leaders' Responsibilities

- Verbal praise to students in subject area
- Communication to parents inc Post Cards
- Subject Commendation
- Curriculum Leader Commendation
- Student of the Week/Month/Year
- Interview with student
- Award Assemblies nominations
- Subject specific awards (P.E., Music etc.)
- To refer students to Head of Year for praise in assembly
- Recommendation for Headteacher Commendations and/or Tea
- Consideration for subject responsibility/student leadership opportunities
- Selection for subject representation at meetings or school events

Rewards: Tutors' Responsibilities

- Verbal praise
- Post Card / Letter home
- Phone call home
- Parental interview
- Interview with Year Team and student
- College Council/Prefect representatives
- Attendance charts

Rewards: Leadership Team's Responsibilities

- Verbal praise to Students presented by Head of Year or Curriculum Leaders
- Post Card / Letter home
- Phone call home
- Parental interview
- Student interview
- Student interview with progress tutor/subject teacher
- To oversee the selection process for prefects
- College Council badge
- Annual Awards Ceremony
- Presentation Ceremony
- Presentation of certificates at assemblies
- Respect, Pride, Creativity, Challenge Badges

Rewards: Headteacher's Responsibilities

- Selection process for the Leadership Team
- The Headteacher's Commendation
- Presentation of Awards at the Annual Award Assemblies and Presentation Evening
- Presentation of student badges/certificates in assemblies
- Hot Chocolate and Marshmallows – Headteacher's Tea

Rewards: Governing Body's Responsibilities

- Final selection for the Leadership Team posts
- Attendance at Annual Award Assemblies and Presentation Ceremony [previous Year 11]

Regents Park Sanctions include [all of which are given to members of staff under current legislation]:

Sanctions: Class Teachers' Responsibilities

- Verbal Reprimand
- Liaise with the tutor
- Names on board
- Use of warnings
- Moving student to another seat
- Re-doing work to an acceptable standard
- Asking students to return at another point in the school day/end of the day for reflection time
- Referring to Curriculum Leader
- Phone call to parents
- Student removed to another group in discussion with Curriculum Leader and in line with the Curriculum area On Call system
- Enlisting support of another colleague or Curriculum Leader
- Use of restorative practice if both parties feel this can improve things following incidents
- Facilitate parental interview
- Class teacher detention
- Details of incident recorded on the Behaviour management system on the day

Other relevant forms to be completed as necessary e.g. Incident form, bullying form, racial incident form and passed to Leadership Team link by the end of the day of the incident.

Sanctions: Curriculum Leaders' Responsibilities

- Verbal Reprimand
- Telephone communication with parents logged in Curriculum area's Behaviour log after consultation with classroom teacher (and should only be for persistent repeat issues)
- Letter to parents with copy saved in Curriculum area's Behaviour log and a further copy sent to Head of Year for the student's main file
- Planned withdrawal from class for a fixed period to work within another teacher in line with the Curriculum On call system
- Curriculum Leader to oversee Subject specific report
- Facilitate restorative practice where this is appropriate
- Facilitate Subject Detention
- Interview with student, class teacher and parents if appropriate
- To monitor the Curriculum area Behaviour log including the use of On Call, department reports, telephone calls, detentions, letters/email to parents.
- Curriculum planning reviews, to ensure the curriculum fulfils its purpose and student's needs

Sanctions: Tutors' Responsibilities

- Verbal Reprimand
- Use of warnings
- Letter home
- Phone call to parents and logged
- Progress Tutor detention
- Parental interview
- Liaise with Year Team and student
- Use of restorative practice
- On 'report' to Tutor
- Students reporting at a point in the school day/end of school day
- Community service
- Liaise with teaching and support staff

Sanctions: Year Leader's Responsibilities

- Verbal Reprimand
- Letter home
- Phone call home and logged
- Parental interview
- Use of Restorative Practice

- Student interview with Tutor/subject teacher
- Community service
- On 'Report' to Head of Year
- Present case to Leadership Team to use Internal Suspension
- Present case to Leadership Team to use School Detention
- Presentation of case to Leadership Team link for disciplinary meeting with Leadership Team member
- Prepare case to present to Leadership Team link for consideration of suspension
- Update student files (including email communication)

Sanctions: Leadership Team's Responsibilities

- Verbal Reprimand
- Letter home
- Phone call home and logged
- Parental interview
- Student interview
- Use of restorative practice
- Student interview with Tutor / Subject teacher
- Sanctioning School Detention
- Community service
- Support CLs with sanctions
- Withdrawal from class to work with Leadership Team /Senior staff member
- Sanctioning Internal Suspension
- On 'Report' to Leadership Team member
- Present case to Headteacher for consideration of external suspension

Sanctions: Headteacher's Responsibilities

- Discipline meeting with student and Head of Year / Leadership Team member
- External suspension
- Referral to SCC Student Support Services
- Arrange involvement of SCC Permanent Exclusion Officer
- Presentation to Governing Body Student Disciplinary Committee

Sanctions: Governing Body's Responsibilities

- Monitor and review of suspension data
- Monitor and review harassment / bullying data
- To establish a Permanent Exclusion panel
- Have a duty to make arrangements to ensure that the school safeguards and promotes the welfare of students
- To have a written statement of Behaviour Principles including a Code of Conduct for students
- To ensure the schools has a Behaviour Policy that is up to date

Equality Impact Statement

The Governing Body, Headteacher and staff will do all they can to ensure that this policy does not discriminate, directly or indirectly through at least annual monitoring and evaluation of the policy's implementation. The Governing Body, Headteacher and staff will ensure that there is no differential application of this policy on any grounds linked to the protected characteristics as defined by the Equalities Act 2010. As a result, the policy will be amended as required to ensure its adherence to the Equalities Act 2010.