



CONDUCT FOR LEARNING POLICY

Rationale

A well-disciplined environment is the pre-requisite of any good school. This policy document sets out the strategies to be employed in achieving such an environment. They will form a cohesive policy which will allow for every student to demonstrate good conduct and how this in turn impacts on teaching and learning and ultimately ensures success.

The strategies are positive and encourage students to take responsibility for their own actions. In order to maintain a well-ordered classroom environment, a positive discipline system has been introduced. The system allows for students to be encouraged to remain on task and discourage unacceptable behaviour, which may jeopardise the learning of other students, in a graduated way. A rewards system is in place through the form of "Vivos". The use of Report Cards, Internal and Fixed Term Exclusion and Detention further support the climate for learning.

The policy and strategies contained within it supports the recommendations of Circular 10/99 and subsequent legislation and advice. Moreton School adopts a proactive approach to combat disaffection, truancy and the avoidance of permanent exclusion where at all possible. Where fixed term exclusion is used, it is in response to severe incidences of unacceptable behaviour, abuse or violence towards others.

Disciplinary issues are sometimes complex and may have arisen due to a number of external factors. As such, this policy is intended as a set of guidelines for all staff, students and parents. Discipline must, therefore, be viewed as firm yet fair, whilst remaining flexible to particular circumstances and dealt with in a friendly manner. The aim of this policy is to promote and educate students towards good conduct and not just deal with the unacceptable.

At Moreton School we want our students to consider their conduct and how it impacts on their learning and progress in a positive light. Within school we refer to all issues surrounding behaviour by the term conduct as this allows more positive connotations.

Code of Conduct

- Treat everyone with respect whether a student, member of staff or visitor
- Be courteous at all times
- Have self-respect and do nothing to put yourself or others at risk
- Walking sensibly and quietly, keeping to the left in corridors is safe and expected
- Any form of bullying, verbal or physical, is totally unacceptable
- Fighting and "play" fighting causes injury to others and is NEVER allowed
- Take pride in ourselves and our school

Students

- Take responsibility for your own appearance by wearing the full school uniform as set out within your planners and this policy
- Jewellery is not part of the school uniform – a single stud in each ear is acceptable plain gold or silver 5mm in diameter (Facial studs are not permitted). Where spacers, flesh tunnels or stretchers are used within ear piercings these must be either clear acrylic or flesh coloured. The use of bars and other such adornments is not permitted. The school reserves the right to remove students from classes where they refuse to comply in removing such jewellery if requested to do so
- Hair must be of a natural colour and should not feature tramlines, patterns or overly large hair adornments. Where students present in contravention of this they may be removed from lessons until the issue has been addressed in line with policy



- No patterns or cut lines should be visible in eyebrows. Where these are seen they must be filled with an appropriate eyebrow pencil. Where students present in contravention of this they may be removed from lessons until the issue has been addressed in line with policy
- No visible tattoos
- No hooded tops, caps, hats or sweatshirts or coats to be worn within the school building, all hoods must remain down
- Plain black shoes and plain black belts for trousers. Where these are not available you may be asked to wear pumps provided
- Make sure you have everything you need for the school day
- Show that you care, can be trusted and be truthful at all times
- Respect and celebrate the achievements of all members of our school community
- Use your time wisely
- Be on time to registration and to lessons
- Work with purpose for the whole lesson
- Always show respect for other students who are working
- Raise your hand if you need help
- Always show respect for your teacher and other adults and the equipment you are using in their lesson
- Take pride in our school
- Make sure the positive reputation of our school is reflected in your actions
- Keep all parts of our school clean and tidy
- Be good representatives both in and out of school at all times
- Smoking is not allowed on or near the school premises
- Mobile phones/electronic devices should not be brought into school. If a pupil is seen with a mobile phone/electronic device irrespective of it being used, the phone will be confiscated and given to the Head of Year for collection by a parent/carer, these items will no longer be returned to students. In this event a letter will be sent home to parents and carers to inform them of the confiscation. There is a facility in school where students are able to leave their mobile phones in reception and collect them at the end of the day. The phones are stored safely and securely in Reception.
- We believe in respect for all

Staff

- Female Staff - Smart 'Office Dress' must be worn (No leggings or casual trousers)
- Male Staff – Jacket, shirt and tie must be worn
- Alternative uniform for Teachers of Sport and Drama to be worn when necessary

Positive Discipline in the Classroom and around the school

In order to maintain a well-ordered school environment, all staff will apply the conduct system used by the school which ensures a consistent approach to dealing with unacceptable conduct. Students need to be clear what is expected of them, the consequences of their conduct when negative and where at all possible an opportunity to put it right (before or after sanctions have been applied). The expectations of students within school have been outlined in the Student Planners. Where conduct anywhere within the school is deemed to be unacceptable this will trigger either a "yellow" or "red" card dependent on the nature of the transgression. In the first instance the issuing of such a card may result in a conduct detention. The following sets out the card system.

Home School Agreement

Moreton High School uses home school agreements to reflect the commitment that the school and parents share in ensuring good conduct. On entering year 7 or whenever they join school, the signing of the home school agreement contained within the Student Planner, signifies that parents



and carers are aware of the school approach to conduct, have been informed how to access the Conduct for Learning policy and understand the part they play as parents and carers in ensuring the good conduct of students.

At times, it may be necessary for parents to agree to signing further home school agreements when a student has had issues with conduct and needs reminding of our expectations. It may also be appropriate for the core home school agreement to be modified on a case by case basis to better support a student in such a position.

Home school agreements signed after admission will almost certainly be completed during a meeting with a member of the pastoral support team, most often the Year Team leader.

The Card System

Good conduct is expected in all lessons and throughout the school. The following will apply if poor conduct occurs:

- The student will be given a warning (C1), this is an opportunity for them to rectify their behaviour. If the poor conduct continues they will be given a further warning (C2).
- If the student fails to rectify their behaviour following on from two warnings, they will be issued with a YELLOW card. This will trigger an automatic 60-minute detention to be attended on the SAME DAY at 3.30pm (Where the detention is issued after lunch this will be bound over to the next school day).
- If poor conduct continues, then the pupil will be shown a RED card. This will trigger an automatic 90-minute detention to be attended on the SAME DAY at 3.30pm (Again, where the detention is issued after lunch this will be bound over to the next school day).
- The student will be removed from the classroom by their Head of Year and taken to the Consequence Room to continue with the lesson.
- If the student does not conduct themselves appropriately in the Consequence Room, then the student will be removed by a Head of Year and placed in internal exclusion.
- A courtesy text will automatically be sent to parents to notify them of the detention providing we have a correct mobile phone number. Students are informed of detentions via an emailed list to Form Tutors each day, a published list by the school exit each day, the detention being visible on their computer screens as soon as it is issued and being told they have been issued a detention by the staff member recording the incident on the behaviour management system. Any one of these is seen as acceptable warning of the detention.
- If a student is on a RED or PURPLE report card, they will spend break and lunchtime in isolation in M1, for the duration of the card.

Pupils cannot 'work off' their card once it has been issued. Poor conduct comes with consequences and these must be understood and consistently applied.

All instances of poor conduct must be recorded on the conduct management system by staff with details of the incident at the earliest opportunity following the incident.

Corridor Behaviour

Students must walk in a quiet and orderly manner in the corridors. They must go straight to their next lesson and not wait for others or congregate. All staff have a collective responsibility for ensuring orderly behaviour in the corridors. Students and staff are asked in the interests of safety to walk calmly in the corridors, paying due care and respect to others.



Adults in School

Students should be courteous towards all adults in school. They are expected to hold open doors, to stand to one side and allow adults through before themselves. This is conduct that adults should also model to students so that the mutual respect required within a school community can be evident.

Entry to Classrooms / start of lessons

- Teachers should be at the classroom door to welcome students where at all possible. There should be no coats, hats, scarves or gloves on within the school building
- Students should take out pens, pencils, books, planners and any other equipment necessary for the lesson
- The register must be taken prior to any other tasks (usually whilst a "Task on Entry" is ongoing)
- Ensure homework is written into planners at an appropriate point of the lesson
- At the start of the lesson, clear lesson objectives must be presented to the students

Dismissal / end of lessons

- Towards the end of each lesson, as well as regularly throughout, the success students have had in achieving the lesson objectives should be reviewed with them
- Equipment and books should be put away prior to dismissal
- The teacher should check that the room is tidy and free from litter and that they are happy to dismiss the class
- When the bell rings, students should be dismissed in a quiet and orderly fashion
- Classrooms should be left in the condition in which they were found at the beginning of the school day – neat and tidy

Form Time

Students should enter the Form Room as they would any other classroom and in line with the expectations above. The register must be called formally – students should not talk during the taking of the register. Dismissal as above.

Off Site

In uniform you are still a member of the school community, representing the school at all times, therefore you should act accordingly. Anyone seen to misbehave under these circumstances will be subject to the school's sanctions. This includes on the way to and from school by whatever means. Please note any incidents that occur relating to Internet, Social Networking and/or 'Texting' outside of school hours need to be reported to the Community Police to deal with and only to the school if the matter is not dealt with by Police. Parents and Carers are advised in this situation to make a formal record of the issue, either through printing or the saving in electronic format of evidence that may be requested by authorities in dealing with a complaint. Where an offence of this nature occurs on school premises then the school conduct system will be enforced and if deemed necessary relevant authorities may be informed.

Incidents on public transport must be reported to Bilston Street Police Station Safer Travel Team who will investigate and deal with the incident.

Internal Exclusion of Students

Where Year Team Leaders/SLT considers it necessary to send a student home then parents/carers must be contacted immediately. If parents cannot be contacted for whatever reason, then students will be kept within school until their normal time of dismissal. Members of staff will supervise



students in isolation from their peers. This can only take place where the student receives fixed term exclusion.

In some instances, a student will be placed in internal exclusion whereby the student remains in school where they can receive supervised education and the sanction is not notifiable to the Local Authority as in the case of fixed term exclusion. Though seen as an option short of fixed term exclusion, the seriousness of a student being sanctioned in such a way should not be overlooked. Where internal exclusion is not successful then the school reserves the right to formally exclude a student through the official fixed term exclusion route.

Government guidelines state that it is for individual schools to decide how long a pupil should be kept in isolation, and for the staff member in charge to determine what pupils may and may not do during the time they are there. We endeavour to ensure that pupils are kept in isolation no longer than is necessary and that their time spent there is used as constructively as possible.

Report Cards

Report Cards are used to monitor students conduct. There are three progressive stages of report card – Yellow, Red and Purple. Judgements on report cards are restricted to one essential question that staff are asked to consider in completing their assessment of a student for that lesson, “Has the student shown appropriate conduct”? If a student picks up a C4 then they will move up to the next report card. If a C4 is recorded on a Purple card, the student will be placed in internal exclusion.

Yellow and Red reports are issued and monitored solely by Year Team Leaders for multiple reports of concerns from subject teachers or serious incidents of inappropriate conduct. Students should report to the designated member of staff at both lunchtime and the end of each day. The report will be signed and any comments noted. Parents are asked to check the report every night and sign accordingly. The purpose is to ensure that students are closely monitored, supported and counselled and that poor behaviour is rectified immediately. Students would normally be placed on each report card for a period of 2 weeks, but this may be longer if deemed necessary. Parents can request the monitoring of their child through this system. Red reports are monitored in the same way as the yellow report card. Red report cards are always issued to students who have been placed in internal exclusion. Students who have received fixed term exclusion will be placed on a Purple card upon their readmission to school. Again, students would normally be placed on red report card for a period of 2 weeks, but this may be longer if deemed necessary. Parents can request the monitoring of their child through this system. Where a student has received 3 or more instances of poor conduct in the previous 2 weeks they will automatically be placed on a yellow report card for the following 2 weeks.

Headteacher’s Report Card (Purple) is issued only by the Head or SLT member responsible for pastoral care and is monitored in the same way as the yellow and red report cards. It would be issued if a pupil was not complying with any of the sanctions put in place and/or for a one-off serious incident of poor conduct. If a student fails on the Headteacher’s Report Card the school would then be moving towards fixed term exclusion, a hearing by the governing body or a pre-permanent exclusion meeting.

Fixed Term Exclusion

Combating disaffection and ensuring that students have the opportunity to succeed are at the heart of the Pastoral System. Work is undertaken by Form Tutors, Year Team Leaders, Senior Leaders and MAST (Multi Agency Support Team) to ensure that students’ behavioural needs are addressed.

When it is necessary to take further action, fixed term exclusions of between 1 and 5 days (With an option to extend) are imposed. Parents and the LA are informed of all exclusions and of the right of



appeal to the Governing Body (LA are not informed in the case of an internal exclusion as previously detailed).

Should students face repeated fixed term exclusion and the normal range of support strategies have been employed, a Pastoral Support Plan will be put in place. This plan will include clear targets for the student, weekly reviews with key staff, input from external agencies including the Educational Psychologist, referral to our Achievement Centre, and input from parents. It is envisaged that this type of intervention will be successful in modifying a student's conduct.

Permanent exclusion is the most serious sanction and is not used lightly. Students can only be permanently excluded by the Principal for either:

- As a last resort and following all other courses of intervention. This includes where a Pastoral Support Plan and intervention through external agencies has not enabled the student to modify their conduct.
- A single, significant incident. This may have involved either actual or threatened violence to a student or member of staff, sexual abuse or drugs related issues. This is in accordance with the amendments to Circular 10/99 made by the Secretary of State during the academic year 1999/2000.

Late Policy

If a student is late they must sign in with the attendance team to obtain their mark.

If they are more than 5 minutes late they will receive a 15 minute, same day detention. If they are more than 10 minutes late they will receive a 30 minute, same day detention.

Malicious allegations against staff

Where a student is proven to have made a malicious allegation against a member of staff that will be reviewed on a case by case basis. It must be recognised that unless there is a significant reason otherwise, this will most likely result in the permanent exclusion from the school of that student. It may be possible to seek an alternate place for some students within the authority through an LA agreed move; however, this is not always possible.

Moreton School places the safety and security of all its students above anything else. We take all reports of staff misconduct seriously, imposing the correct measures whilst an investigation is ongoing. Similarly, we take the professionalism of our staff seriously. Where an allegation is made that has no truth to it then we must ensure our staff are protected, therefore the sanction is amongst the strongest we can take.

Students with additional needs

Moreton School will deal with students with additional needs fairly in respect of issues of conduct. In most instances the normal procedures set out within this policy will be activated. There may however be occasions when this would not be the most appropriate form of action, and in these instances the sanctions imposed will be reviewed individually after an assessment of their potential impact has been made.

Moreton School remains a school committed to inclusion for all students.

Sanctions and strategies to support Conduct for Learning

There are a full range of sanctions and associated strategies which will be applied on a case by case basis in respect to breaches to the Conduct for Learning policy. The full list of sanctions is available on request.



Consistency of approach is vital and all staff must adopt a positive approach to dealing with conduct issues.

Anti-Bullying Guidelines

Bullying takes place in various guises and it is important for teachers to be able to know what bullying is and recognise it immediately. Staff must be alert in the classroom and on the corridors to any instance which may be interpreted as bullying. No teacher, adult or student should ignore suspected bullying and must take action immediately (students must report bullying immediately to any available member of staff). This can be verbally or by using the Pastoral Support button on the school website, operational 24 hours a day.

In dealing with bullying, staff must take prompt action finding out the facts in a fair and diplomatic manner, and not dismiss information given from students as telling tales. By being open and responsive, incidents of bullying will be much reduced and staff must encourage students to tell them if other students are making them unhappy. In this way, staff will gain the confidence of their students.

In organising the classroom, the following aspects need to be considered:

- Do you have a clear view of all students?
- Can you access all parts of the room easily?
- Do you ensure that all students are sat within the main body of the class adhering to the Seating Plan (normally boy/girl format)?
- Are students allowed to move around the room? If so, can you monitor their movements easily?

In considering these, the risk of bullying within the classroom will be much diminished. The same principles should also be applied to corridor movement, when you are on duty and monitoring students' movement around the school.

Name calling is probably the most common form of bullying and needs to be dealt with promptly. All members of staff must intervene in any such situation seeking advice from, and communicating the incident to Year Team Leaders. Physical bullying must be dealt with immediately and the parties involved separated. Year Team Leaders must be called for immediately and diffuse/resolve the situation in line with other procedures.

Should any student steal or damage another student's property, then this must be dealt with by the staff member present. If further assistance is required, Year Team Leaders must be called for. Where a search of students may be required please refer immediately to a member of the Pastoral team.

Any parent who arrives with a concern about a bullying incident must be seen by the most relevant person available on that day. Every effort should be made to resolve the issue on the day in question. Should further time be needed to investigate, parents must be given a day when they will be contacted and the outcome of any investigation explained to them – this should be no longer than two working days.

Sanctions should be applied in line with the school's policies. It must be made absolutely clear that bullying will not be tolerated and that serious consequences will follow should it continue. Parents should be informed either by phone or letter that their child has been involved in a bullying incident and what action has been taken.



Conduct off school premises

Students are encouraged to meet the same expectations of conduct off site as well as on site. When on visits or trips all aspects of the Conduct for Learning policy apply to students.

Where a student is off school site and not on a trip, for example on the way to or from school, then the school expects their conduct to be maintained. Where poor conduct is witnessed by staff or reported by a member of the public, that poor conduct must be addressed in the same way as if it had happened in school.

This may not be restricted to journeys to and from school. The policy is enforceable where a student is wearing the school uniform, is easily identifiable as a member of the school or has through their actions brought the school into disrepute.

In the event of a sanction being required, this will take place on the school site. Staff witnessing an incident off school site should not seek to sanction students at the time; they should report it through the established channels.

Confiscation

Moreton School has the right under law to confiscate items from students that are prohibited by the school. This will include any of the following items or items that could fall within these classifications:

- Knives or weapons
- Alcohol
- Illegal drugs □ Stolen items
- Smoking paraphernalia including lighters or any other means of setting a fire □ Pornography
- Any item likely to be used in committing an offence, harm or damage to property

Confiscated items are disposed of at the discretion of the school. This may mean the return of the item to the student or to parents/carers; however, it may also mean that the item is destroyed. If the item is a weapon, illegal drugs or extreme pornography, the school is legally obligated to surrender that item to the police.

Power of search

The school has the legal power to search students without consent where they feel items from the categories above may be held by a student. In most instances, consent will be sought and parents/carers may be contacted, however this is not a requirement. Where a student is searched the school will always contact parents to alert them and inform them of the search findings.

The school also has the right to use reasonable force when conducting a search without consent. In most instances this will not be required; however, if necessary then a senior leader trained in restraint may be required to assist in the search.

Use of Physical Restraint

Physical restraint of a student will only happen when there is a clear threat to the safety of the student or others. Moreton School will not employ any aspect of physical restraint unless, in the eyes of staff involved in the incident, there is no other strategy to ensure the safety in the first instance of the student and consequently other students and/or staff.

Restraint must be undertaken in line with LA guidance and only by staff who have undergone appropriate and current physical restraint training.



Moreton School will in all incidents requiring physical restraint communicate the use of such a strategy to parents/carers at the earliest opportunity. All incidents will be logged on the Behaviour Management system at the earliest available opportunity.

Where physical restraint is deemed necessary, a support package must be made available after the incident for both the student and staff to ensure that appropriate aftercare is provided.

Where challenging behaviour is evident and prolonged, students should be assessed as to the risk of physical restraint being required. These risk assessments should be reviewed regularly.

Before the use of physical restraint, a judgement should be made as to the circumstances of the student, and allowances as appropriate need to be made where a student may have a disability or a special educational need.

In line with LA policy and as a part of the Conduct for Learning policy, Moreton School has adopted the following statement:

If staff become aware of, or need to become involved in situations where a student may be at risk of hurting themselves or others, or if the conduct of a student seriously disrupts good order in Moreton School or causes damage to property, staff may need to take steps to intervene physically. In such circumstances staff will follow Moreton School's policy, adopted from the LA, for dealing with such situations. Any parent wishing to view this policy may do so on request.

Staff Responsible for Conduct:

Mrs N Davis – Executive Principal
Mrs N Bayliss – Headteacher
Ms C Lesley – Assistant Head Teacher, Conduct
Mr S Cadman – Assistant Head Teacher, Inclusion
Mr C Quigley – Associate Assistant Head Teacher, Conduct
Miss R Deacy – Inclusion Manager

Pastoral Heads of Year:

Mrs Ruthven – Year 7
Mr Foreman – Year 8
Mrs Webb – Year 9
Mrs Sangha – Year 10
Mrs Powis – Year 11

REVIEWED: 25th November 2016

REVIEW DATE: September 2017