



# West Kirby Grammar School

## School Behaviour Policy

### Policy Aims

The aims of this policy are

- to support effective teaching and learning
- to enable all students of whatever ability, age, sex or background to enjoy their time in the School, participate in extra-curricular activities and achieve their full potential.
- to promote good behaviour, in line with the School's code of conduct
- to ensure and protect the School's reputation

### School Behaviour

The School aims to develop in its students the ability to exercise self-discipline, and procedures are designed to this end.

Expectations of behaviour at West Kirby Grammar School are set out in the following documents that are available on our website:

- Home-School agreement for Years 7 to 11
- School Learning Agreement for the Sixth Form
- The School uniform and equipment policy for Years 7 to 11
- The Sixth Form dress code
- The ICT Acceptable Use Policy
- The Anti-Bullying Policy

The School rules are kept to a minimum, and students are expected to behave with common sense, care, consideration and courtesy, and to protect each other's property. The few general procedures specified are explained to students and reinforced in form times and assemblies. They apply to all age groups and at all times when the student is at School, representing the School or wearing school uniform outside the School grounds.

### Code of Conduct

It is expected, that students of WKGS, will show care, courtesy, respect and consideration for others at all times, both in and out of School. Students should be kind to one another, show consideration for others' feelings and belongings, speak and behave with courtesy and respect one another's differences.

### Attendance and Punctuality

It is essential to attend School daily. If students are absent, parents/carers are asked to telephone the School on each day of absence to inform the School of their daughter's/ son's/ ward's absence. Students must bring a note from a parent/carer on their return to School. Authorised absence must be sought by parents/carers from the Headteacher in advance for any planned absence.

Students must arrive at School in good time, and should be punctual to registration. If they enter their form room after 8.50 a.m. they are late, and the register will be marked accordingly. If they enter the School after this time, they must sign in at reception.

### **Uniform and Equipment**

Students are expected to look smart and wear the correct School uniform. They are not allowed to wear jewellery of any kind. A wrist watch may be worn. Chewing gum is not allowed in School.

Mobile phones and other devices must be switched off and out of sight in school bags during the School day.

### **In Lessons**

Students should arrive promptly to lessons with all the required equipment, including their planner. They should enter the room quietly and immediately prepare for the lesson and focus on their work.

Students should listen carefully to their teacher and to other students, participating fully in the lesson activities and working hard on the tasks set. They should follow their teacher's instructions and must not disrupt the work of others. At the end of the lesson all students should ensure that their work area is left neat and tidy. Students must not leave the class until their teacher tells them to do so.

### **Around the School**

Students should walk quietly and calmly around the School, keeping to the right hand side. They must walk in silence to assembly. Students should show courtesy to others moving around the School, including holding doors open for others and waiting their turn. They should form an orderly queue whilst waiting to enter rooms.

Students should take care of the furniture and fittings of the School. In particular, they should respect the work of other students that is on display in many areas of the School. Students must follow all health and safety guidelines.

### **During Break and Lunchtime**

High caffeine energy drinks are not allowed in School. All canteen food must be eaten in the Dining Room. Trays and litter should be cleared away after eating. Packed lunches may be eaten outside. No food or drink other than water should be consumed around the School. Water bottles may be filled at break and lunchtime only. Students in Years 7 and 8 are expected to be outside at lunchtime in dry weather, unless attending a club or activity (prefects will provide organised activities). All students in Years 7 to 11 must remain on site at all times.

Drugs, alcohol and tobacco are forbidden in the School buildings and in the grounds of the School. Smoking and drinking alcohol are also not allowed outside the School grounds whilst wearing School uniform.

### **Sixth Form**

We do not have detailed rules for behaviour in the Sixth Form as we believe that it is part of the education of young adults to learn to behave in a responsible, courteous and considerate way, and in a manner which is appropriate to their age and membership of WKGS Sixth Form. Sixth Form students are role models for younger students, represent the School and carry the School's good name with them.

## Rewarding Good Behaviour

High levels of motivation will be developed in various ways. In particular, the achievements and contributions of students, both as individuals and groups, should be recognised and commended. This will be done using:-

- individual praise – e.g. in private, in class, in assembly
- the awarding of House points
- postcards home praising a particular achievement
- mention in the bulletin or newsletter
- form Citizenship Awards
- Head of Year Awards for effort
- awarding of School prizes
- presentation of Achievement Certificates
- presentation of certificates for participation or achievement in House events
- commendation to the Head of Year, Assistant Headteacher and/or Headteacher

### House Points

House points recognise effort, attainment and ability. A variety of certificates is awarded during the year if students achieve a certain numbers of House points.

House points may be given for:

- producing good homework
- good contribution to a lesson
- volunteering for events
- taking on other responsibility
- organising a charity event
- supporting a House activity

In Years 7 to 9, the three students in the form with the most House points at the end of the academic year will be awarded a prize at the Junior Prize Giving celebration.

### Citizenship Awards

These recognise the contributions students make to their form and the wider life of the School.

### Endeavour Awards

These recognise the efforts made by students academically, in more challenging circumstances, and are awarded by Heads of Year based on the effort grades awarded by teachers in their short or full written reports.

## Sanctions

In order to make sanctions fair and objective, West Kirby Grammar School uses a system for recording behaviour points. This allows pastoral staff to recognise persistent problems and support students accordingly. It also allows pastoral staff to keep a clear record to provide clear information for parents/carers. This system enables Form Tutors, Heads of Year and other key staff to support students

and keeps detentions for students to a minimum, whilst keeping parents/carers and students fully informed.

It is the School's policy to keep the use of sanctions to a minimum. Wherever possible students should be encouraged to behave well towards others both inside and outside the classroom and all systems should promote this. They should be shown that their achievements are recognised and rewarded. Whole class detention should be avoided. The procedure for serious breaches of School discipline is set out below.

In line with the Education and Inspections Act 2006, a student may be disciplined in line with this policy for any misbehaviour when the student

- is taking part in any School activity or
- is travelling to and from School or
- is wearing the School uniform or
- is in some other way identifiable as a student at the School, this may include activities on social media

In addition a student may be disciplined for misbehaviour at any time, whether or not these conditions apply, if the behaviour

- could have repercussions for the orderly running of the School or
- poses a threat to another student or member of the public or
- could adversely affect the reputation of the School.

### **Involving Parents**

Parents should always be kept informed of their daughter's/son's/ward's behaviour. The School believes that in working together it can achieve the best for its students; this includes behaviour. A telephone conversation or interview with parents can be very positive and constructive and can promote a change in the student's attitude.

### **Behaviour points**

Whilst by no means an exhaustive list, behaviour points are likely to be given for behaviour such as:

- School uniform infringements
- chewing gum
- inappropriate use of mobile phones or other hand-held devices
- infringements of the Code of Conduct
- poor behaviour in class
- lateness to lessons or registration
- poor homework
- failure to give homework in on time.

### **Detentions**

Detentions are linked to the recording of behaviour points and are given to students in a clear and consistent way. Parents/carers are informed so that we can all work together to support the students' progress.

Senior leadership detentions result from a failure to modify behaviour following detentions and report card during a half-term, but may also be given for:

- Truancing
- Rudeness to staff

- Damage to school property
- Other behaviour which causes risk to their health and safety and/or education and that of others

This is not an exhaustive list.

24 hours' notice to parents is given for an after-school detention. Parental consent is not required for detentions, but when after-school detentions are issued it is helpful if parents/carers acknowledge the email so that we know travel arrangements have been thought about. Evening detentions finish prior to the late bus leaving.

### **Report Cards**

If a Form Tutor or Head of Year receives regular or repeated complaints about a student from teaching staff or if nine behaviour points are accrued in one half-term, the Head of Year will contact parents to discuss the problem, inviting them to support the School in its attempts to change behaviour. Depending on the nature of the problem, the student may be placed on Report (which requires work and behaviour to be monitored formally in each lesson over a fixed period of time) or Homework Report (which requires homework to be monitored by teachers and parents over a fixed period of time).

### **Removal from a Class or Group**

In some situations, it may be appropriate to remove a student from a class or group, or for students to be isolated from their peers, for a fixed period of time. For example, students who persistently disrupt lessons or form time may be removed temporarily from those lessons or form group. Heads of Year may instigate such action, in liaison with the Assistant Headteacher.

### **Confiscation of Inappropriate Items**

Under the Education and Inspections Act 2006, members of staff may confiscate, retain or dispose of a student's property as a punishment and are protected from liability for damage to, or loss of, any confiscated item. For example, members of staff may confiscate jewellery worn to School and mobile phones or other hand-held devices used inappropriately. High caffeine energy drinks and chewing gum are not allowed in school and will be confiscated and disposed of if found. Members of staff may also confiscate any item that they consider to be harmful or detrimental to School discipline.

### **Searches**

In the course of carrying out an investigation into a disciplinary matter, it may be necessary to search the belongings of a student. Students will be asked for their consent before this is done. If consent is refused the student will be asked to say why she/he has refused. The School will be entitled to draw inferences from their response and general demeanour.

Under the Education Act 1996, consent is not required to search for:

- knives or weapons
- alcohol or illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

If there are reasonable grounds to suspect that a student is in possession of any of these prohibited items, a search may be carried out of a student's coat, pockets, bag or locker. Any such search must be authorised

by the Headteacher or a member of the leadership team and will be carried out in the presence of a witness. The members of staff will be, if at all possible, of the same sex as the student concerned.

Any prohibited items found will be retained, disposed of or passed on to the police in line with government guidance.

### **Use of reasonable force**

All members of school staff have a legal power to use reasonable force, within an agreed framework.

This power applies to any member of staff at the School. It can also apply to people whom the headteacher has temporarily put in charge of pupils, such as unpaid volunteers or parents accompanying students on a school organised visit.

Reasonable force may be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.

## **Relationships**

### **Philosophy behind the Policy**

While acknowledging that it is quite normal for there to be friendships between students, the School does not believe that it is in the interest of girls or boys for such friendships to be overbearing. These guidelines are in place to ensure that the behaviour of students vis-a-vis their relationships with one another are appropriate and discrete.

The underlying principle in respect of students' relationships with one another is one of trust. However, these guidelines define the way in which students are expected to conduct themselves.

Sexual relationships are discussed as part of the WKGS Impact/Health days.

### **Behaviour**

Public displays of affection are not allowed during the working day. Students may not hold hands while walking around the School. Prolonged kissing or embracing is not acceptable. More intimate sexual activity is not allowed and will be treated as a serious breach of discipline. At all times students must behave in a manner which will not cause offence or embarrassment to others.

The Headteacher will apply the full range of sanctions (including exclusion) to those who contravene the rules, taking into account the age of the students involved and the degree to which the School rules on sexual intimacy have been broken.

## **School Trips and Visits**

When on a School day trip, evening visit, fieldwork or residential opportunity, the behaviour we expect from our students will be explained to them and to their parents. The students' health and safety must be of priority and the reputation of the School must also be considered. On any excursion outside of School, students of whatever age:

- must be polite and well-mannered to all
- must not smoke
- must not enter into a relationship of a sexual or intimate nature
- must not be on their own during their "free" time
- must do as advised by their teacher
- must not use or have in their possession alcohol/drugs/or any other illegal substances.

Depending on the severity of the offence students will be:

- reprimanded
- spoken to on their return with their parents present
- given a School sanction
- not allowed to participate in further opportunities outside of School

And, in cases of serious breaches on residential visits including:

- sexual misbehaviour
- use of alcohol/drugs/illegal substances
- misbehaviour, refusal to obey a teacher which endangers their well-being or that of others
- possession of weapons or instruments which could be used to hurt

they will, if it is the decision of the lead teacher after discussion by telephone with the Headteacher or Deputy, be sent home at the parents' expense. Parents will be informed immediately and arrangements agreed with parents for collecting their daughter/son at the airport/railway station.

Student's attendance on trips and visits may be prevented if their conduct throughout the year has been brought into question.

## Serious Breaches of School Discipline

A serious breach of School discipline is an offence, which might warrant a fixed term or permanent exclusion. It is not possible to define every situation under the title of 'serious breaches of school discipline' but the most likely ones are as follows:

- Suspicion of being involved in some activity likely to bring harm to herself/himself or members of the School and community, including serious or persistent bullying
- Suspicion of supplying alcohol, being in possession of alcohol or being under the influence of alcohol.
- Suspicion of theft.
- Suspicion of supplying drugs, being in possession of drugs or being under the influence of drugs.  
**WKGS Drug Policy and Procedures provides further information.**
- Sexual misbehaviour – sexual intercourse or actions that could be construed to be leading to sexual intercourse between students of the opposite sex or the same sex.
- Suspicion of possession of any weapon or instrument which could be used to hurt
- Suspicion of the abuse of solvents.
- Alleged physical violence towards another student or a teacher.
- Inappropriate filming and / or sharing of images, captured images or video footage which impacts negatively on someone else or damages the reputation of the School.

## Investigation Procedure

The following procedures are for guidance and should be followed if a serious disciplinary offence is thought to have taken place. However, they may be altered if circumstances require, for example, if specific members of staff are unavailable or if the matter requires expeditious action.

- It is imperative that serious disciplinary matters are investigated thoroughly. It is also important that serious disciplinary matters are investigated at a measured pace and that no premature judgements are made concerning the matter.

- Once an investigation for a serious offence begins it may be necessary for the student/students concerned to be supervised by a member of staff or isolated from other students.
- Any investigation should be conducted away from gaze and in as much privacy as possible within a working school.
- When a student is interviewed she/he should be made aware of the matter being investigated at the start of the interview. It should also be made clear at the start of the interview that students are expected to tell the truth and that if facts need to be clarified they can expect to be interviewed again.
- Careful notes should be kept during all interviews.
- Individual written statements should be made and they must be dated and signed by the student concerned. Students writing statements should do so on their own and should be supervised. After the statement has been written, students may be asked to clarify particular issues in their statements but no undue pressure should be placed upon students writing statements.
- In their conversations with the parents, the SLT/HOY should warn parents if exclusion is a possibility and make it clear to parents that the matter is being investigated.

Any exclusion will be recorded on the student's School record. A reintegration interview, which parents should attend, will be held prior to the student's return to School.

**The School Exclusion Policy**, outlining further details of the response to serious breaches of school discipline, is attached as an appendix.





# West Kirby Grammar School

## Exclusion Policy

Conduct is excellent at West Kirby Grammar School; lessons are well-ordered and learning is usually uninterrupted by poor behaviour. However, it is recognised that, occasionally, a student misbehaves therefore appropriate sanctions are in place. (See Behaviour Policy)

The need to exclude is infrequent. At West Kirby Grammar School, it is recognised that early intervention to identify and address any underlying causes of disruptive behaviour can help prevent behavioural problems escalating to the point where exclusion is necessary. For example, where a child has difficulties and demonstrates persistent or serious poor behaviour, we consider whether alternative or additional support is required. Intervention strategies include engaging with students' parents and other appropriate sources of support, such as the Learning Mentor, Head of Year, outside agencies, Youth services or Counselling. Where serious breaches occur we have a clear procedure.

### Rationale

This policy is underpinned by the commitment of all at West Kirby Grammar School to ensure the safety and well-being of the whole School community and to maintain an appropriate educational environment in which all can learn and achieve. In this policy and the accompanying procedures the Governing Body aims to discharge appropriately its statutory duties as set out in The School Discipline (Pupil Exclusion and Reviews) (England) Regulations 2012.

### Introduction

Exclusion is an extreme sanction and is only used by the Headteacher (or, in the absence of the Headteacher, the Deputy Headteacher who is acting in that role). Before deciding whether to exclude a student either permanently or for a fixed period the Headteacher will ensure that:-

- appropriate investigations have been carried out
- all the evidence available has been considered
- the pupil's version has been heard
- that statutory guidance on exclusions, equalities policy and disability discrimination has been taken into account.

### Investigation Procedure

The following procedures are for guidance and should be followed if a serious disciplinary offence is thought to have taken place. However, they may be altered if circumstances require, for example, if specific members of staff are unavailable or if the matter requires expeditious action.

- It is imperative that serious disciplinary matters are investigated thoroughly. It is also important that serious disciplinary matters are investigated at a measured pace and that no premature judgements are made concerning the matter.

- Once an investigation for a serious offence begins, it may be necessary for the student/students concerned to be supervised by a member of staff or isolated from other students.
- Any investigation should be conducted away from gaze and in as much privacy as possible within a working School.
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- Careful notes should be kept during all interviews.
- Individual written statements should be made and they must be dated and signed by the student concerned. Students writing statements should do so on their own and should be supervised. After the statement has been written, students may be asked to clarify particular issues in their statements but no undue pressure should be placed upon students writing statements.
- In their conversations with the parents, the SLT/HOY should warn parents if exclusion is a possibility and make it clear to parents that the matter is being investigated.

Having considered these matters the Headteacher will make a decision on exclusion based on the balance of probabilities established. In reaching a decision, the Headteacher, or Deputy will look at each case on its own merits and avoid a tariff system, i.e., fixing a standard penalty for a particular action, as unfair and inappropriate.

Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the School's Code of Conduct and Behaviour Policy:

- Verbal abuse to staff and others or suspicion of being involved in some activity likely to bring harm to herself/himself or members of the school and community, including serious or persistent bullying
- Verbal abuse to student
- Physical abuse to/attack on staff
- Physical abuse to/attack on student
- Racist/Sexually abusive language and/or behaviour
- Indecent behaviour including sexual misbehaviour
- Damage to property
- Misuse of illegal drugs or other substances including supplying drugs or alcohol
- Theft
- Serious actual or threatened violence against another pupil or a member of staff.
- Carrying an offensive weapon.
- Arson.
- Unacceptable behaviour which has previously been reported and for which School sanctions and other interventions have not been successful in modifying the student's behaviour.

This is not an exhaustive list and there may be other situations where the Headteacher makes the judgment that exclusion is an appropriate sanction. Exclusions can be either fixed term or permanent.

## Fixed Term exclusion

- A student will not be excluded for a period that exceeds 45 days in any one school year
- The School will make every effort to inform parents of a fixed term exclusion before the end of the school session (the school office closes at 4.30pm) by telephone, email or text.
- This will be followed up in all cases with a letter.
- Parents will be informed of the length of the exclusion, the reasons for the exclusion and their rights, including their right to make representations and who to contact if they wish to make representations about the exclusion.
- When a student is required to be at home, parents/carers will be advised that the student is not allowed on the School premises, and that daytime supervision is their responsibility, as parents/carers.
- The letter will also make clear the date and time when the student should return to School.
- The School will continue to provide education for all students on fixed term exclusion and mark the work that is completed and returned to School.
- In reviewing the statement, if a student with a statement of SEN is excluded, the School will call an interim annual review seeking the advice of the LA.
- The School will plan the return and reintegration into School after fixed term exclusions with parents and students.
- The Head will inform the Governors' and Local Authority within one school day of any fixed term exclusions totalling more than five school days per term and each term of fixed term exclusions totalling fewer than five school days a term.
- According to Department for Education guidance, School is obliged to provide full time education from the sixth day of any period of fixed term exclusion of six days or longer.
- The school will consult with the LA officers for any exclusion of more than five days in order that appropriate full time education and transport is arranged.

## Permanent Exclusion

The decision to exclude a student permanently could be taken by the Headteacher in the following circumstances:-

- in response to a serious breach, or persistent breaches, of the School's Behaviour Policy;
- where allowing the student to remain in School would seriously harm the education or welfare of the student or others in the School.

In the case of a permanent exclusion, the same process as that for fixed term exclusions will be followed except that the communication will make clear that it is a permanent exclusion.

The Head will inform the Governors' and Local Authority within one school day of any permanent exclusions.

Equality Act 2010 The School will follow the guidance on the Equality Act 2010 published by the 'Equality and Human Rights Commission' in Section 5.4 entitled 'What equality law means for you as an educational provider'. This guidance states that whilst a school must not discriminate against a pupil by excluding them from school "it does not mean a school cannot exclude a pupil with a protected characteristic". The guidance recognises that "there may be occasions when it is appropriate to exclude a pupil with a protected characteristic". It stresses it is important that a school does not exclude 'because of' the protected characteristic.

## Alternatives to Exclusion

The School will work closely with other local secondary schools to undertake managed moves where such a course of action would be of benefit both to the student and the two schools concerned. The threat of a permanent exclusion will not be used as the means to persuade parents/carers to move their son/daughter to another school.

## Lunchtime Exclusion

Students whose behaviour at lunchtime is disruptive may be excluded from the School premises for the duration of the lunchtime period. This will be treated as fixed term exclusion and parents will have the same right to gain information and to appeal.

## Behaviour Outside School

Students' behaviour outside School on school 'business', for example educational visits and journeys, away school sports fixtures or a work experience placement is subject to the School's Behaviour Policy. Inappropriate behaviour in these circumstances will be dealt with as if it had taken place in School. If students' behaviour in the immediate vicinity of the School or on a journey to and from School is inappropriate and meets the School criteria for exclusion then the Headteacher may decide to exclude.

## Drug Related Exclusions

In making a decision on whether or not to exclude for a drug-related offence the Headteacher will have regard to the School's published policy on drugs and will also seek advice from the Local Authority's Drugs Education Advisor.

WKGS Drug Policy and Procedures provides further information.

Any exclusion will be recorded on the student's school record.

Administration Use:	
Statutory/Non-Statutory:	Statutory
Website:	Yes
GB Committee:	Full Governors
Document Formulated:	June 2018
Review:	Annually
Date Reviewed by Committee:	27 June 2019
Reviewed Document Adopted by FGB:	27 June 2019
Next Review Date:	June 2020