

BEHAVIOUR POLICY

In the classroom, students must:

- Be on time and appropriately equipped and dressed for the lesson
- Enter and leave in an orderly manner
- Follow the teacher's seating plan
- Listen to the teacher and others appropriately
- Be polite-using appropriate language at all times
- Respect each other's property and personal space
- Work hard without disrupting others

Around school

Behaviour at all times should reflect the ethos of the school with respect for the school community and its declared "green" environment. CCTV cameras are there for the purpose of identifying anti-social behaviour, preserving health and safety and will be used accordingly.

Safety

Students are expected to:

- show respect to all adults and other students around school
- keep to the left, moving sensibly around the school
- use the playground and other leisure areas sensibly and safely
- place bags, coats, hats and scarves in lockers during the day. Bags should not be left unattended
- be responsible for their locker key at all times
- remain in school throughout the day, unless given official written lunchtime passes for the specific purpose of dining at home, which has been agreed with home, or other occasional official exits.

Personal Behaviour

- Physical and verbal bullying will not be tolerated around school (see the Anti-Bullying Policy)
- No cigarettes, tobacco, alcohol or any drug should be brought into school other than for medication (see Drugs/Medication Policy)
- Chewing gum is not allowed on the school premises
- No spitting
- Use of appropriate language in and around school at all times – foul language is inappropriate
- Personal physical contact between students is inappropriate for the school environment. Home contact will be made about persistent offenders
- Aggressive and/or violent behaviour will not be tolerated.

Environment

- Food is allowed only in appropriate designated areas, not in classrooms and corridors
- Drinking water is allowed in lessons, from a suitable transparent plastic water bottle filled on a daily basis in student leisure time, not during lessons
- Any deliberate vandalism will be deemed as a very serious offence. Parents/carers will be informed and financial reimbursement to the school will follow
- The orderly and safe environment is the responsibility of us all, e.g. the use of litter bins and positive recycling practice.

REWARDS

We believe that good behaviour, effort and achievement should always be encouraged and recognised within the school community by staff and parents/carers alike. Praise is a regular and integral part of school life. Parents/carers and staff should endeavour to praise and reward whenever possible. Some of the many strategies used are:

- Academic/non-academic criteria of achievement
- Individual Action Plans - target setting
- Celebration and praise of individuals, groups or year group
- Work display-classroom/whole school ethos
- House points and credits programme
- Department rewards/praise etc.
- Parental contact for positive reasons e.g. postcards sent home
- Student responsibilities e.g. Prefects, Student Council, Peer Mentors
- Assembly/public praise, celebration etc.
- Press - public celebration
- Annual KS4/KS3 Commendations
- Headteacher Commendations
- Attendance Certificates/House Points
- Record of Achievement
- Newsletters
- School website

SANCTIONS

Infringement of school rules or regulations may result in a student receiving their education in the INCLUSION area with different break and lunchtimes, until an acceptable way forward is found.

There follows a scale of clear sanctions for lessons and around school:

Lessons

S1: First clear warning given to student for disrupting teaching and learning in the classroom – to be written on the whiteboard and clearly explained to the student.

S2: Second clear warning given to student for disrupting teaching and learning in the classroom –to be written on the whiteboard and clearly explained to the student. An S2 offence may result in a 5-10 minutes detention with the class teacher. (Persistent S2 offenders may face departmental intervention, which could involve time with Leaders of Learning, subject detentions etc.)

S3: Following 2 clearly recorded warnings for disrupting teaching and learning in the classroom, or failure to attend a 5-10 minutes detention a student will be given an AFTER SCHOOL DETENTION by the teacher, with 24 hours home notice to be given. This will also be recorded in the planner by the teacher issuing the detention. If a student misses a detention they will be detained at the next after school detention without further home notice. Students who fail a detention through inappropriate behaviour or non-attendance will repeat the detention and spend a period of time in inclusion.

Around school misbehaviour may result in a **S3 after school detention**, especially when reminders and warnings have not been heeded.

S4: Following further misbehaviour or inappropriate attitude, the student will be sent or escorted by key staff to the Behaviour Support area, or to the Leader of Learning for a calming down or reflective time, for the rest of that lesson or longer if deemed necessary. Further misbehaviour or inappropriate attitude in this setting may lead to time in the Inclusion area.

S5: Immediate referral of the student to INCLUSION for a fixed period of time to be determined by Senior staff and Leaders of Year Teams via Reception with red proforma for serious classroom or around school offences such as violence, foul language, bullying, extreme rudeness or inappropriate use of mobile phone/ipod etc. Home contact will be made for any S5 offences. An after school detention may also be part of this sanction.

S6: Further extended INCLUSION period following failure to complete set tasks, and/or inappropriate behaviour/attitude whilst in INCLUSION, with a support reintegration programme before returning to a certain subject lesson or lessons generally. This period will be extended until the student has demonstrated his/her readiness to rejoin the school community in a positive manner. Failure to respond positively in Inclusion or any extreme misbehaviour in any setting could mean exclusion for a fixed amount of time determined by the Headteacher.

S7: Authorised by the Headteacher, a set time in INCLUSION for a fixed number of days for extreme misbehaviour or attitude. Parents/carers and Governors will be informed and parents/carers may be expected to attend a formal student reintegration meeting before the student returns fully to the school community. A Behaviour Improvement Plan may be set up before re-entry into normal lessons.

S8: External exclusion for a fixed amount of time for very serious or persistent offences e.g. premeditated violence, threatening behaviour towards staff and/or students etc. Parent/carers, Governors and

the Local Authority will be informed and parents will be expected to attend a formal student reintegration meeting before the student returns to the school community. If the period exceeds 5 days, the student will have to attend another school or the local Pupil Referral Unit (PRU) as part of that fixed term exclusion. A Behaviour Improvement Plan will be set up before re-entry into Inclusion and eventually, lessons.

S9: A formal Disciplinary meeting with parents/carers, the student, Senior Staff and a Governor(s). A Behaviour Improvement Plan will follow, possibly with external agency support.

S10: Student placement at the local Pupil Referral Unit, a managed move to another local school, or in very extreme circumstances, permanent exclusion.

A student behaviour daily report card, with specific targets for home and school to monitor, may be issued after S3 to S6 offences.

Leaders of Learning, Leaders of Year Teams and teachers may follow their **own** sanctions for persistent failure to complete tasks/deadlines in lessons and for homework etc. This may consist of home contact, subject detentions and after school detentions, subject to 24 hours home notice.

RESPONSIBLE USE OF MOBILE PHONES AND ELECTRONIC EQUIPMENT

We believe, in this technological age, that we should encourage responsible use of technology. However, students bring mobile phones and electronic equipment to school at their own risk. The school will accept no legal responsibility for such items.

- Mobile phones and MP3's/ipods are allowed around school
- **Use of mobile phone/ipod in lessons not under the direction of a member of staff will lead to confiscation for the rest of the day**
- Mobile phones must not be used to communicate in any way during lessons – this means no messaging/texting and no calls
- Mobile phones, MP3s/ipods should not be used in lessons unless you have been invited by the teacher to use multimedia functions for learning purposes. Such functions are to be used in a respectful and appropriate way
- Mobile phones or other devices must not be used to take a photo, record voices or video anyone without their permission
- Mobile phones are banned from public examinations. The consequences of a mobile phone ringing or being found on you in an examination are very severe and could include disqualification from examinations, depending upon the legal decision of the awarding body
- If a student wishes to contact home, because they are not well or upset they should do this through Student Services, so that the school and home can support appropriately
- Parents/carers are requested to avoid contacting students directly during the school day. Please ring Student Services for any urgent or ongoing concerns.

SCHOOL REGULATIONS

- All parents/carers and students must abide by the school attendance policy
- No knife or any other dangerous implement is allowed on school premises
- Authorised staff searching lockers or asking students to empty pockets /bags etc is permissible in the case of reasonable suspicion that there are offending items
- Any large amounts of money for educational visits or any other reason must be paid into Student Services as soon as possible upon entering school
- Students should not leave money or valuables about school
- All students must abide by the school dress code.
- Sensible behaviour to and from school and on school buses is essential. Any persistent abuse may result in the student being banned from the school transport system. The appropriate wearing of seat belts should obviously be encouraged by the bus companies, parents/carers and staff. Students should wear seat belts when these have been provided.
- It should be remembered that the Headteacher's legal authority extends to when students are coming to school or returning home. Appropriate behaviour is expected at all times.
- Early morning assembling in tutor rooms must be orderly and sociable, preparing for the arrival of the form tutor for registration.

- In dry weather, all students, except prefects and monitors, will be expected to go outside during lunchtime, unless attending a supervised lunchtime activity. Locker activity time is provided for during the first and last ten minutes of lunchtime. Students are expected to follow prefects' and monitors' instructions.
- Lunchtimes will be supervised by staff, with the help of prefects; appropriate respect should be shown to all parties concerned.
- During wet lunchtimes or extreme conditions, a bell will be rung. Students not participating in supervised activities should remain sensibly in tutor or alternative rooms, showing respect for school and others' property. The hall may be used as an alternative supervised social venue.
- Lost property should be handed into Student Services and, if not immediately claimed, will be kept for a half term.
- Locker keys should be handled with great care and not be loaned to any other student. There are strict arrangements for use of the master key, which is to be used only at certain times with staff or appropriate student supervision.
- The school lift and automated stair lifts are only for the use of designated students/staff e.g. physical disability.
- Deliberate vandalism towards school property will mean home contact and financial reimbursement from the student concerned.

DRESS

We expect all students to wear the school uniform. This encourages a sense of identity and pride in the school, and helps us to maintain a good standard of appearance.

ANTI-BULLYING POLICY

What is bullying?

"Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group, either physically or emotionally". (DFE definition)

We aim to:

- provide an orderly, caring learning environment for all
- encourage care and respect for all members of the school community
- encourage respect for other people's space and property at all times
- uphold the right to safe teaching and learning
- ensure the safety and respect of the individual at all times.
- act upon and punish any evident bullying.

Types of bullying:

The following examples clearly show what Looe Community School means by bullying. This list has been put together by all members of the school community in order that all its members may be in no doubt as to what bullying means:

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| • Physical violence | • Disability harassment |
| • Unwanted physical contact | • Racism |
| • Encouraging fighting | • Graffiti against others |
| • Name-calling | • Group pressure |
| • Sarcasm | • Silent pressure |
| • Intimidating behaviour | • Fighting |
| • Making fun of someone | • Heckling |
| • Refusal to sit next to someone | • Teasing |
| • Spreading rumours | • Invading privacy |
| | • Standing by and watching |

- Threatening for money
 - Tripping someone up
 - Nasty jokes about someone
 - Ignoring or excluding someone
 - Making fun of appearance
 - Nasty text messages
 - Mobile phone harassment – through malicious calling, filming without permission
 - Extortion-demanding money / goods with threats
 - Frightening another person
- bullying
 - Sexual harassment
 - Homophobia
 - Shouting at someone for no reason
 - Making fun of others' ability levels
 - CyberBullying (all areas of internet, email and internet chatroom misuse)
 - Mobile threats by text messaging and calls
 - Misuse of associated technology ie: camera and video facilities including those on mobile phones

Action to Prevent Bullying:

Our policy and guidelines aim to promote anti-bullying, to establish effective procedures to identify and deal with bullying incidents, to create a climate of trust and disclosure, with support for the victim and the bully. Looe Community School will not tolerate any form of bullying and we will do our utmost to foster a community where such behaviour is unacceptable to all of us. We will continue to implement anti-bullying strategies for students, carers and staff, both within the curriculum and the school community.

1. Personal, Social, Health and Citizenship Education (PSHCE) lessons, tutorials, assembly and other subject input throughout the 5-year curriculum will reinforce the anti-bullying policy.
2. The definition and guidelines for acceptable student behaviour are displayed in every classroom and around school.
3. Clear guidelines for dealing with bullying incidents, including support strategies for students, carers and staff. This could include support programmes for re-educating the bully after or as part of any suitable punishment
4. Peer led student mentoring, support and mediation through the "Prefect", "Buddy" and "Peer Mentor" programmes
5. In lessons, forward planning should aim to achieve social inclusion of all pupils by careful seating plans and management of groups.
6. To develop more designated "quiet" social areas as well as play areas within the school environment.
7. Continued monitoring of student concerns to get more information to act upon e.g. via surveys, Sims recorded trends etc.
8. Developing liaison with primary schools and links with outside agencies.
9. To monitor and actively participate in the ABC Victim Support Scheme, within South East Cornwall Schools.

BULLYING INCIDENTS

Student Guidelines:

1. All reported bullying incidents will be recorded and investigated with the full support and respect for the victim's wishes.
2. All disclosure will be treated with respect and confidentiality.
3. If a student is being bullied in the classroom, they should inform the member of staff, who will record the incident, the action they have taken and identify further action if necessary.
4. If students are bullied anywhere around school (e.g. toilets, changing rooms, playground, corridors), they should tell the duty staff or another adult immediately.
5. If at any time, there is no one to report to, students should not hesitate to contact their tutor, or Leader of Year or a Senior member of staff. If a student is not happy with the first adult response, they should not be afraid to contact another adult within school.

6. If a student feels they cannot talk to any of these people, he/she could possibly get a friend to help, or to help on their behalf through the "Prefect", "Buddy" and "Peer Mentor" programmes".
7. Of course, a student may prefer to tell their parents or carers and ask them to contact school, in confidence.
8. School can arrange for a student to speak to a trusted adult outside of school if they so wish.
9. Students can confidentially fill in a 'Bullying Incident Report Form' available from the student services and post it in the box in the student services area
10. Bullying after, or to and from, school will not be tolerated and liaison with police will be followed if deemed necessary e.g. travelling to and from school, bus behaviour, cyber bullying, behaviour during sports games with other schools.

ALL students will be encouraged to realise that failure to notify staff of bullying incidents, or just watching, is really condoning and even encouraging bullying and that through such actions may themselves be seen as bullying.

DRUGS USE AND MISUSE

For the purpose of the school the taking/use of substances listed below will be referred to as substance misuse:

Volatile (sniffable) substances (e.g. petrol, alkyl nitrites, butane, aerosols); over-the-counter medicines (e.g. Paracetamol, cough medicines); prescription medicines (e.g. tranquillisers, amphetamines, anabolic steroids); alcohol, tobacco, other legal drugs (e.g. caffeine), illegal drugs (e.g. cannabis, heroin, LSD, or ecstasy).

The school works to try to prepare for the world in which they will live and will do all possible to prepare, inform and educate young people about the possible consequences of drugs use. We are committed to the health, safety and well-being of members of the school community and we will actively pursue a policy of "protection for everybody".

We believe and support the following educational aims in respect of substance use and misuse:

- To enable students to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills
- To provide relevant information about substances
- To increase understanding about the implications and possible consequences of use and misuse
- To widen understanding about related health and social issues, e.g. sex and sexually transmitted diseases, crime, HIV, AIDS and hepatitis (in conjunction with Sex Education/Health Education Policies)
- To seek to minimise the risks that users and potential users face
- To encourage positive dialogue and learning through inter-active teaching within safe classroom boundaries e.g. PSHCE lessons.

a) Incident Response

The school will consider each substance misuse incident (suspected or actual) individually and recognises that a variety of responses will be necessary to deal with incidents. This may involve searching of lockers or asking students to turn out bags, pocket contents etc. If there is any suspicion of wrongful intent with regard to substances etc, the school will consider very carefully the implications of any action it may take. It seeks to balance the interests and welfare of the students involved, other school members and the local community. Permanent exclusion is seen as a last resort as it may only transfer the problem, but serious consequences may be deemed the best way forward by the Governors' Disciplinary Committee.

b) **Actual/Rumoured**

In instances involving substance misuse, possession of or supply on the premises, (either actual or rumoured), following discussion between staff who know the student well, parents or carers will be informed at the earliest opportunity by the Headteacher. The school and the parents or carers can then work together to support the young person involved. Any incident should be recorded immediately on the appropriate proforma which should be stored in the Substance Co-ordinator's central file.

c) **Disclosure**

If a student wishes to disclose any information regarding substances, either personally or regarding others they should inform a Deputy Headteacher. Staff will never guarantee a child absolute secrecy and the boundaries of confidentiality will be made clear to a young person before he/she is encouraged to disclose information. The whole school community recognises the need to deal sensitively with any issues related to children and their families and will not disclose information to any individual or agency without first considering the health and safety of the student.

d) **Smoking**

The school maintains a no smoking policy within the building or on the school site. The school takes the smoking of cigarettes (or associating with smokers) by students very seriously, either on the school premises **or** whilst travelling to and from school. Smoking offences will mean a fixed term in the Inclusion area (S7)

e) **Police**

Where it is suspected that substances are taken or sold on the premises, details regarding those involved, as well as any relevant information, will be passed to the Police Liaison Officer or appropriate agencies.