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# **BEHAVIOUR & EXCLUSION POLICY & PROCEDURES**

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*The Prophet PBUH said:*

*"None of you truly believes until you wish for your brother what you wish for yourself."*

## 1. OUR VISION

The school is a happy harmonious learning community where staff and pupils feel safe and secure. School life is characterised by a calm purposeful environment underpinned by relationships built upon mutual respect. Our expectation is that all pupils and staff will behave in appropriate and socially acceptable ways. Every member of staff has a key role to play in promoting and sustaining the highest standards of behaviour for learning.

All pupils will:

- Treat fellow pupils and adults with respect.
- Speak politely to one another.
- Have self-confidence and high self-esteem.
- Aim for 100% attendance and punctuality.
- Take care of all school equipment and property.

## 2. LEARNING TO BEHAVE

The school aims to provide a safe, secure, supportive environment where pupils can learn and teachers can teach. There is a direct link between the way young people learn and their behaviour. It is the job of staff at all levels to help and encourage pupils' understanding of socially acceptable and appropriate behaviour.

To encourage this, SLT & staff will:

- Model exemplary behaviour.
- Treat all pupils and adults with respect.
- Speak politely to each other.
- Build pupil confidence and self-esteem through positive reinforcement.
- Avoid using overly critical or sarcastic language.
- Recognise pupil effort and achievement on a regular basis and celebrate success.
- Keep parents informed about success, efforts and achievements.
- Use rewards and sanctions effectively and consistently.
- Challenge unacceptable behaviour.
- Work in partnership with parents through regular contact to help improve behaviour.

### 3. COURTESY

In speaking and responding to others, all pupils must respect the normal conventions of courtesy. Pupils should therefore:

- Be honest and truthful.
- Use appropriate language for the working environment.
- Speak politely, pleasantly and with respect to all adults including all members of staff, both teaching and non-teaching, and visitors to the school.
- Speak politely and pleasantly to fellow pupils, including those who are exercising responsibility for a school activity or carrying out a duty.
- Address adults by title and surname.
- Observe normal conventions for assemblies, including:
  - Walking quietly between classroom and Assembly Hall.
  - Remaining silent in the Assembly Hall.

### 4. CONSIDERATION AND CONCERN FOR OTHERS

All members of our School must respect the rights of others and have regard for the well-being and academic progress of fellow pupils.

Pupils should therefore:

- Treat all members of the school community equally, and with care and concern.
- Encourage and support other pupils.
- Act as positive role models to younger pupils.

Pupils should create an environment free from bullying and therefore:

- Avoid insulting, abusive, and hurtful language or images – face to face verbal or written or placed on social networking and message sites/ mobile phones/ camera phones or any other form of technology.
- Must not make racist, sexist or homophobic comments.
- Avoid the use of behaviour or body language or teasing which others find intimidating, threatening or hurtful.
- Avoid the use of physical violence of any form.
- Avoid the use of exclusion from friendship groups as a means of intimidation and hurt.
- Avoid any part in the spreading of rumours.
- Avoid behaviour which causes other pupils to under-perform in academic work.
- Avoid behaviour which damages the self-esteem of others.

In order to prevent a repeat of the bullying described above, a pupil should report to a member of staff, preferably the Head Teacher, without delay:

- The occurrence of any of the above abuses to a pupil.
- If the pupil witnesses the occurrence of any of the above abuses to fellow pupils.
- If the pupil notices someone upset.

## 5. EXPECTATIONS OF BEHAVIOUR IN AND AROUND SCHOOL

Each member of our School must behave in a way that allows the pupil and others to work successfully, without disruption, safely and with enjoyment.

General points:

- Any reasonable request from a member of staff should be carried out at once and without argument.
- Rudeness, disrespect or insolence towards members of staff is not acceptable, nor excusable.
- A pupil must observe health and safety rules, as directed by the school rules in general and by subject-specific and specialist room guidelines.
- A pupil must adhere to the rules governing ICT and mobile phone use, including use of computer hardware and software computer messaging, accessing computer data and posting images on internet sites.
- Eating is not allowed inside the school building, except for the dining area.
- Pupils may drink water at anytime and anywhere in school, except in the Science labs.
- Chewing gum is not allowed in any part of the school premises.
- A pupil is expected to use breaks and lunch hours for toilet visits, not lesson time, unless the pupil is taken ill suddenly or is suffering from a notified medical condition.

## 6. HEALTH AND SAFETY

All members of our School must have regard for the health and safety of themselves and others.

**Everyone should be orderly and considerate in moving around school:**

- Do not run anywhere inside the school building.
- Be patient and avoid pushing, particularly on stairs.
- Give way to others at doorways, opening the doors to allow others through first.
- Hold doors open for those walking behind.
- Organise break and lunch time activities safely, using equipment sensibly and fairly.
- Line up when required to do so in a sensible, fair and well-ordered manner.

Note: All rules regarding Health and safety as stipulated in detail in the separate Health and Safety policy must be adhered to at all times.

**Pupils should ensure that school is always aware of their whereabouts. They should:**

- Remain on the school site during the school day unless parents give permission by ringing up the school. Letters will not be accepted.
- Always sign out in the school office if given permission to leave school during the school day.
- Always sign in in the school office if arriving in school after registration.

**Pupils should respect all procedures and rules designed for their safety:**

- Respect and not tamper with safety equipment such as fire-fighting appliances and alarms.
- Co-operate in practice evacuation of the school in preparation for any emergency which might arise.

## **7. RESPECT FOR PROPERTY**

All members of our School must respect and take responsibility for property — their own property, other people’s property and the School’s property.

A pupil should therefore:

- Hand lost property in to the school office.
- Avoid bringing valuable property and large sums of money to school.
- Carry money on themselves at all times or hand into the school office for safekeeping.
- Treat all school property — books, furniture, lockers, equipment and buildings — with care and respect.
- Report to the school office any damage to school property or graffiti immediately it occurs or as soon as damage is noticed.
- Clear up after meals and snacks.
- Keep the locker area, corridors, classrooms and playground tidy and clean.
- Avoid putting personal belongings on top of lockers or windowsills.
- Keep books, furniture and buildings free from graffiti.
- Put litter in bins.
- Take care not to damage displays whilst moving around rooms and corridors.

**We regret that the School cannot take responsibility for the loss or theft of belongings, nor damage to belongings.**

## **8. PROMOTING THE SCHOOL AND ITS ETHOS**

All members of our School must do their best to maintain the highest possible reputation, both for themselves and for the School.

Therefore, pupils should:

- be aware at all times of the impression they create, ensuring that this impression is positive.
- dress appropriately for school by wearing the correct uniform, ensuring that it is clean and well-maintained and that it reflects the code of dress. (Please refer to the uniform policy for further details).
- behave politely and with consideration for others at all times in school, when acting as a representative of the school in extra-curricular activities and off-site visits and when travelling to and from school on public transport.
- behave in a sporting manner in all competitive events.
- welcome visitors to the school in a helpful friendly and respectful manner.

## **9. EQUALITY ACT 2010 (REFER TO EQUALITY POLICY)**

This policy acknowledges the school's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with special educational needs (SEN).

## **10. REWARDS AND SANCTIONS**

The School seeks to encourage, recognises and rewards positive attitudes, behaviour, attendance and achievement through a system of book vouchers for reading Awards and certification.

## **11. REWARDS FOR GOOD BEHAVIOUR/GOOD WORK**

As well as praising pupils, regularly for good work and good behaviour generally or through the 'good Behaviour' folder, which is mentioned in assemblies, a reward system is in place whereby pupils' good work and behaviour is recognised by:

Using a series of Merit Certificates:

- 3 Stars = 1 Merit Mark.
- 50 Merit Marks = Bronze Certificate.
- 75 Merit Marks = Silver Certificate & £5 school tuckshop voucher
- 100 Merit Marks = Gold Certificate & £10 school tuckshop voucher
- Cash/voucher prizes awarded at a prize giving ceremony at the end of each Academic Year.

## 12. ORDER MARKS AND SANCTIONS FOR BAD BEHAVIOUR/POOR WORK

Maintaining good discipline is a key priority of the school as is regularly monitoring classwork/homework.

The school's Disciplinary Policy is enforced swiftly in the event of non-compliance with any of the 'School Rules', particularly rude and disruptive behaviour.

Constant and/or regular disruptive behaviour must be dealt with quickly and effectively to ensure that disruption for the rest of the class is kept to a minimum. These will be noted in the Discipline Folder (which is kept in the School Office) for an 'Order Mark' as soon as possible. Consequently, pupils whose behaviour is deemed by the teacher to be so disruptive that they have forfeited the right to remain with their teachers in their own classroom will be reported to the Head Teacher immediately so that the matter can be dealt with in the first instance.

Order Marks will also be given in Years 7 – 11 for various other reasons such as:

- Late homework.
- Incorrect uniform.
- Wearing jewellery.
- Class disruptions.
- Eating in classrooms.
- Chewing gum.
- Bringing in forbidden articles listed in school rules.
- Damage to school property, etc.

5 Order Marks = 1 detention

A detention is also given outright for any serious disciplinary issues at the Head Teacher discretion.

Pupils will also be placed on the School Report and parents notified if disruptive behaviour continues or if previous offences are repeated.



## **Disciplinary & Exclusion Procedure**

### **1. Detention will be given if the following are repeated continuously:**

- Not doing homework
- Late arrival
- Minor class disruptions
- Not bringing P.E kit
- Not wearing correct uniform
- Wearing jewellery
- Chewing gum
- Bringing in forbidden articles listed in school rules
- Bringing mobile phone into school without handing into the office
- Damage to school property, books etc
- Bullying first time

### **2. Placed on report and letter sent to parents:**

- Continuous disruptive behavior
- Build-up of minor offences
- Repeat of previous offences

### **3. Exclusion: Stage One - one or two days out of school depending on seriousness of offence:**

- e.g. constant rudeness and swearing, leaving school premises without permission, fighting, verbal abuse, stealing, repeated bullying
- Repeat of previous offences
- Parents will be informed via letter and meeting

### **4. Exclusion: Stage Two - three days out of school for:**

- Repeat of previous offences
- Parents will be informed via letter and meeting

**5. Exclusion: Stage Three - one week out of school for:**

- Repeat of previous offences
- A full report will be made of all incidents
- Parents will be informed via letter and meeting
- Final warning on permanent exclusion

**6. Permanent exclusion for:**

- No improvement
- Local Authority informed
- Parents informed via letter and formal meeting

Pupils may be permanently excluded in cases of serious misbehavior, following consultation with Head Teacher and Chair of School Governors.

Parents will have an opportunity to appeal the school's decision on either temporary or permanent exclusion through the school Complaints Policy & Procedure available on the school website.

### 13. VERSION HISTORY

<b>Issue Date</b>	<b>Version Number</b>	<b>Approved By</b>
September 2019	8.0	SLT & Chair of Governors
September 2020	9.0	SLT & Governing Body
September 2022	10.0	SLT & Governing Body
September 2023	11.0	SLT & Governing Body