



BEHAVIOUR POLICY

A. RATIONALE

At Marling School we work together as one team to create a vibrant school, where staff and students embrace opportunities to learn and thrive in an environment of tolerance and respect.

Expectations

Everyone is expected to play their part in ensuring that Marling School is well ordered, learning is effective and that all interactions are based upon mutual understanding and respect.

Emphasis is placed upon praise and reward for achievement.

Very high standards are expected of students who must exercise self discipline, work hard, behave sensibly and show courtesy and consideration to all other members of the School . Those expectations are summarised as follows:

A Marlingtonian is expected to always:

- Arrive at lessons on time and ready to learn.
- Give their best.
- Show respect to others and to their environment.

High expectations of behaviour for learning inside the classroom are to be matched by equally high expectations of student behaviour throughout the School site and community.

Although our emphasis is on rewarding positive behaviour, we recognise that there will be occasions when support and sanctions are needed to support good order and behaviour throughout the School.

Home School Agreement

The Home School Agreement sets out the contract between parents or carers, the pupil and the School. The agreement asks that parents support the School's policies and guidelines for behaviour and are proactive in supporting high attendance and a good work ethic with regard to both homework and class work. All pupils and their parents/carers return a signed copy of the Home School Agreement upon joining Marling School.

B. ROLES AND RESPONSIBILITIES

To secure excellent behaviour all staff must:

- Share the same high expectations and be proactive in maintaining them.
- Be a vigilant presence around the School at all times.
- Use the behaviour policy and systems consistently and fairly.

The **Governing Body** will:

- Establish principles to promote good behaviour and discipline amongst students.
- Monitor the effectiveness of the School's behaviour policy and keep it under review.
- Support the Senior Leadership Team in monitoring the behaviour, including rates of exclusion, for different student groups.
- Notify the Headteacher of related guidance if they wish the behaviour policy to address particular issues.

The **Headteacher** will:

- Implement and manage the policy and procedures to ensure good order in the School.
- Support staff faced with challenging behaviour that impacts the learning, safety or well-being of students.
- Will notify the governing body of any changes to guidance from external bodies relating to this policy.



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Teachers will:

- Consistently plan and prepare well-structured lessons that facilitate the learning of all students in the classroom.
- Set a good example in speech, dress and organisation.
- Expect high standards when meeting students around School or whilst on duty.
- Be prepared to rebuild and restore relationships with students following behaviour incidents.
- Use positive language and praise to promote good behaviour.
- Reward positive behaviour and sanction negative behaviour consistently, in line with School policy and procedures.
- Encourage students to work hard towards reaching their potential at all times.
- Encourage students' personal development through self-reflection in all aspects of their experience at Marling.
- Maintain a safe and engaging learning environment in which students feel inspired to learn and are encouraged to develop a growth mindset.
- Have good routines in the classroom which promote an atmosphere that is conducive to learning.

Heads of Department will:

- Work with teachers in the department to uphold Stage 1 and Stage 2 sanctions, including organising shadow timetable arrangements.
- Be involved in the management of Stage 3 and Stage 4 sanctions and ensure appropriate responses such as contact with home and use of subject reports.
- Support subject staff with challenging students and/or classes.
- Communicate specific behaviour concerns to relevant tutor, Head of Year, Student Support and AEN lead to develop coordinated support strategies.
- Support staff training and identify appropriate CPD opportunities for staff within the department.

Tutors will:

- Ensure tutees adhere to School policies relating to behaviour and uniform and that Heads of Year are informed if incidents occur in tutorial time.
- Liaise with relevant members of the wider pastoral team to ensure effective implementation of the School's behaviour system, altering them to problems experienced by students and attending meetings with external agencies where appropriate.
- Communicate and meet with parents where appropriate to reinforce praise for positive behaviour and support the restorative process in instances of negative behaviour.
- Check SIMS behaviour logs and reward points daily, recognising students' achievements and supporting them where necessary.
- Ensure messages regarding detentions and other sanctions are passed on to students in a timely fashion.
- Gain a thorough knowledge of all students within the tutor group including an in-depth picture of both their academic abilities and out of school activities and interests.
- Proactively reinforce messages delivered in assemblies.
- Be approachable and open minded so tutees feel they have someone to talk to if necessary.
- Ensure tutorial time is constructively used as per the relevant year group programme.

Heads of Year will:

- Promote excellent behaviour and a positive ethos through assemblies and tutorial time.
- Monitor behaviour, attendance and progress data and other sources of information, using them to target intervention strategies with students within the year group (in liaison with other key staff as appropriate).
- Monitor students with behavioural issues through the use of target and report cards and other strategies.
- Support Heads of Department working with students at Stage 3 and Stage 4 of the behaviour system.
- Ensure appropriate sanctions and support for students at Stage 3 and 4 of the behaviour system in several subjects.
- Lead and manage Level 1 and Level 2 Behaviour Support plans for year group, liaising and meeting with parents/carers and other agencies, as required.



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- Support with Level 3 and Level 4 Behaviour Support Plans, managed by the Head of Key Stage, and working with parents/carers and other agencies as required.
- Attend readmission meetings following exclusions.

Heads of Key Stage will:

- Promote a positive ethos, celebrating effort and progress as well as achievement and encouraging student participation in School life.
- Develop and implement approaches to addressing the broad range of students' inclusion needs, enabling students to achieve at least in line with their expected rates of progress and attainment.
- Support Heads of Year and Heads of Department working with students at Stage 4 of the behaviour system.
- Lead and manage Level 3 and Level 4 Behaviour Support Plans, liaising with the Associate Headteacher, parents/carers and other agencies as required.

Students should:

- Take responsibility for their own behaviour.
- Strive to always meet the expectations of a Marlintonian:
 - Arrive at lessons on time and ready to learn.
 - Give their best.
 - Show respect to others and to their environment.
- Seek support from their classroom teacher, tutor, Head of Year or Head of Key Stage wherever appropriate.
- Ensure that incidents of disruption, violence, bullying or any form of harassment are reported.

Parents and Carers should:

- Take responsibility for the behaviour of their child both inside and outside the School.
- Work in partnership with the School to assist the School in maintaining high standards of behaviour.
- Liaise with the School when changes in circumstances may affect the learning or behaviour of the student.
- Abide by the Home School Agreement.

C. SANCTIONS

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.

Where such positive encouragements do not seem to work, individual staff may use the sanctions of reprimands or detentions. Whole class detention should be avoided. Sanctions are likely to change student behaviour when they encourage students to take responsibility for their actions and address poor behaviour without condemning the person.

Effective sanctions are:

- Fairly applied within a short time frame.
- Reasonable and proportionate to the incident.
- Organised in a hierarchy and do not escalate too quickly.
- Focus on the behaviour, not the person.
- Enable students to make choices for long-term improvement.

Sanctions that may be given include:

- Moved within classroom.
- Time out of lesson (5 minutes).



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- Removed to shadow timetable room.
- Stage 2 detention (Up to 20 minutes: break or lunchtime).
- Stage 3 detention (40 minutes: lunchtime).
- Stage 4 detention (60 minutes: after school).
- Community service.
- Internal exclusion.
- Fixed Term exclusion.
- Permanent exclusion.

Detentions

- When a detention is issued it should be clearly recorded on SIMS so that students and parents/carers are aware of it through Edulink/Intouch.
- If a student fails to attend a detention without good reason a sanction at the next stage in the hierarchy is likely to be issued.

After School Detentions (Stage 4)

Marling School uses after school detentions in line with Section 5 of the 1997 Education Act. Marling School will give at least 24hrs written notice of the detention to parents/carers. The responsibility for making suitable travel arrangements to take the child home after a detention lies with the parent/guardian.

Exclusions

In serious disciplinary cases the Head of the Key Stage will recommend to the Associate Headteacher that the student be placed on an Internal Exclusion or External (Fixed Term) Exclusion. In some cases the student might be isolated for the duration of the investigation where this is in the best interests of maintaining good order.

The Associate Headteacher will refer recommendations for Fixed Term Exclusions or Permanent Exclusion to the Executive Headteacher. Parents will be informed of the outcome of the investigation and the decisions made at each stage.

At all times when the Executive Headteacher is off site and unavailable, the Associate Headteacher will be the acting Headteacher and, save where expressly stated, will discharge all functions of the position of the Headteacher during such time as the Executive Headteacher remains unavailable.

- **Students could face permanent exclusion in the event of a breach of the rules related to controlled substances (see Controlled Substances Policy)**

Permanent Exclusion

A decision to exclude a pupil permanently will be taken:

- In response to serious or persistent breaches of the school's behaviour policy; and
- Where allowing the pupil to remain in School would seriously harm the education or welfare of the pupil or others in the School.
- **In the case of a student selling, supplying or attempting to buy substances listed in the Misuse of Drugs Regulations 2001 on school premises or its surrounding area, or on school trips, or whilst representing the school, that student will always risk permanent exclusion**
- Equally where a student has been charged with or convicted of a criminal offence related to drugs then that student will always risk permanent exclusion.
- For the avoidance of doubt, any disciplinary steps taken by the school will be having had regard to the civil burden of proof : on the balance of probability.



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Incidents beyond the school gate:

This behaviour policy is relevant to all activities in school and during any school organised or school related activity where the student is representing the school. It is also relevant whilst a pupil is travelling to and from school, a pupil's activity on social media or where their association to school is clear, for example whenever wearing school uniform.

In some circumstances the Headteacher may choose to discipline a student for behaviour outside of school but not on school business or wearing school uniform if the Headteacher feels there is a clear link between that behaviour and maintaining good discipline at the school. For example: where a student has allegedly (or has) committed a criminal offence, or has threatened the safety of or compromised the well-being of another person whether directly or indirectly and/or otherwise brought the school into disrepute, or compromised the cohesion and/or safety of the school community.

This includes social media activity: students are personally responsible for what they communicate on social media and must bear in mind that what is published might be read by us, parents and carers, the general public, future employers and friends and family for a long time. Students must ensure that their on-line activity and profile is **not contrary** to British values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different backgrounds, faiths and beliefs.

Such behaviour may result in exclusion or permanent exclusion.

Plagiarism (the representation of work from another source (e.g. internet) as if your own):

Plagiarism of work from another source such as the internet is dishonest and will be dealt with severely. In serious cases such as for public examination coursework or assessment, it may lead to a fixed term exclusion.

Involvement of Outside Agencies:

Pastoral leaders will call upon the services of outside agencies wherever necessary and inform the Leadership Team. This includes the police where the behaviour is considered to be a criminal nature or poses a threat to members of the School community or public.

Support

A wide range of strategies are made available to help students that are regularly failing to meet the expectations of a Marlintonian. These are coordinated by the Head of Year, often with the involvement of Tutors and Pastoral Support Workers. Plans are necessarily bespoke to the student, taking into account their individual needs.

When behavioural concerns are very significant, support is recorded in Behaviour Support Plans. (See Section E).

The following list is not exhaustive but gives examples of commonly used strategies:

- 1:1 conversations with member of the pastoral team.
- Mentoring from trusted adult or older student.
- Counselling.
- Subject report.
- Lesson by lesson report.
- Time out card.
- Use of external agency support (e.g. CAHMS, Teens in Crisis).
- Placement at the Stroud and Cotswold Alternative Provision School (SCAPS).

Details of how and when sanctions will typically be applied can be found in the Appendix to this policy. Examples listed are not a definitive list. It is important to recognise that no two incidents are the same. Professional judgement will be applied to determine the appropriate response to each case. Factors that will be taken into account include whether



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or not this is a first offence, whether or not it is likely to be repeated, the circumstances surrounding the offence and any additional needs of students.

Every member of staff who observes misbehaviour should address the issue through consistent application of the behaviour system.

Response to Bullying Behaviours is outlined in greater detail in the Anti-Bullying and Hate Policy.

E. BEHAVIOUR LEVELS

Where the behaviour of a student is causing significant concern, for example following receipt of a Stage 5 or 6 sanction, the Executive Headteacher will consider placing them on a behaviour level.

Behaviour levels act as a warning about the possible consequences of further poor conduct. These consequences are made clear in letters regarding exclusions, at meetings with parents and carers and within behaviour support plans, where applicable.

Progression to higher levels is not automatic while, for particularly serious misbehaviour, an appropriate response might be to issue a high level warning or to permanently exclude immediately.

When a student has been placed on a behaviour level due to persistent low-level breaches of the Behaviour Policy, a Behaviour Support Plan (BSP) will always be set up. Within BSPs, targets are set for future behaviour and support for a student is formalised. BSPs are reviewed regularly. If a student responds well to his support plan, and meets the commitments set out within it, he may be moved to a lower behaviour level or come off a plan entirely. If, however, behaviour does not improve or declines further the student may be moved to a higher level.

Where a stage 5 or 6 sanction has been issued due to a single, or sporadic, serious incidents students will be warned of the consequences of repetition of similar behaviours in the future. If a high degree of support is put in place to support a student at this stage this may be formalised in a Behaviour Support Plan. If there are further serious incidents that lead to an exclusion, a student's past record of behaviour will be included in determining which level they should be placed on.

Level 1

- A warning that behaviour is unacceptable.
- Level 1 Behaviour Support Plan will be set up for the student where appropriate.
- Student may be placed at Level 1 for:
 - A single incident that has resulted in an internal exclusion.
 - Accumulation of a significant number of behaviour points in a short period of time.
 - Professional judgement of their Head of Year that formal monitoring and support of behaviour is required.

Level 2

- First formal warning that behaviour is unacceptable.
- Level 2 Behaviour Support Plan (BSP – *see appendix*) will be set up for the student where appropriate.
- Student may be placed at Level 2 for:
 - A single incident that has resulted in an internal or fixed term exclusion.
 - No change or worsening behaviour while at Level 1.

Level 3

- Further formal warning that behaviour is unacceptable.
- Level 3 BSP set up for the student where appropriate.



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- Student may be placed at Level 3 for:
 - No change or worsening behaviour while at Level 2.
 - A single significant incident (or repeat of a behaviour) that has resulted in an internal or fixed term exclusion.

Level 4

- Final formal warning that behaviour is unacceptable and that a student is at risk of permanent exclusion.
- Level 4 BSP set up for the student where appropriate.
- Students may be placed at Level 4 for:
 - No change or worsening behaviour while at Level 3.
 - A single, serious incident that has resulted in a fixed term exclusion.
 - A series of incidents that have led to internal and/or fixed term exclusions.

Level 5

- Behaviour can no longer be tolerated.
- Permanent Exclusion from the School.

F LINKS WITH OTHER POLICIES

- Controlled Substances Policy.
- Anti-Bullying and Hate Policy.
- Single Equality Scheme.
- Safeguarding & Child Protection Policy.
- Plagiarism Policy.
- Educational Visits Policy.

G DEVELOPMENT, MONITORING AND EVALUATION OF THE BEHAVIOUR POLICY

Consultation:

Feedback from all stakeholders is regularly sought and used to inform review of this policy. All students are made aware of the rules, rewards and sanctions at the beginning of each academic year. Parents are encouraged to support the policy through the Home School Agreement.

Review:

- The Headteacher, in consultation with the staff, will undertake systematic monitoring and conduct regular reviews of the behaviour policy and procedures in order to evaluate them to ensure that the operation is effective, fair and consistent. The Headteacher will keep the Governing Body informed.
- The Governing Body will regularly review this policy and associated procedures, to ensure its continuing appropriateness and effectiveness. This review will take place in consultation with the Headteacher, staff and students.



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Appendix: Stages of Sanction

The following tables show the how the hierarchy of sanctions will typically be applied. The examples of behaviours are not a definitive list. It is important to recognise that no two incidents are the same. Professional judgement will be applied to determine the appropriate response to each case. Factors that will be taken into account include whether or not this is a first offence, whether or not it is likely to be repeated, the circumstances surrounding the offence and any additional needs of students.

Stage 1

Example of failure to meet expectations of a Marlingtonian	Steps taken likely to include:	Member of staff responsible for applying sanctions
Not prepared for learning E.g.: Lack of equipment Uniform not correct Late for lesson	<ul style="list-style-type: none"> • Warning given • S1 incident recorded on SIMS • Automated email sent home 	Class teacher Tutor
Not doing their best to learn E.g. Not listening Failing to start tasks or to complete them to the best of their ability.	<ul style="list-style-type: none"> • Warning given • No improvement: <ul style="list-style-type: none"> ○ moved within classroom ○ S1 incident recorded on SIMS • Still no improvement: Up to 5 minute removal from classroom • Still no improvement: escalate to Stage 2 including removal to shadow timetable 	Class teacher Tutor
Disrupting Learning E.g. Talking when others are talking to the class Hindering the learning of others		Class teacher Tutor
Lack of respect for others E.g. Using inappropriate language Not speaking politely or respectfully Causing others harm		Class teacher Tutor Duty Staff
Inappropriate Use of ICT E.g. Phone out without permission in lesson	<ul style="list-style-type: none"> • Temporary confiscation of property. Returned to student at end of day. • S1 incident recorded on SIMS 	Class teacher Tutor
Lack of respect for school environment E.g. Failure to tidy up after themselves	Warning given	Class teacher Tutor Duty Staff



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Stage 2

Example of failure to meet expectations of a Marlintonian	Steps taken	Member of staff responsible for applying sanctions
<p>Not prepared for learning E.g. No homework Repeated: Lack of equipment Uniform not correct Late for lesson</p>	<ul style="list-style-type: none"> • S2 incident recorded in SIMS • Automated email sent home • Detention (up to 20 minutes) 	Class teacher Tutor
<p>Not doing their best to learn E.g. No improvement after warning given and moved within classroom Not doing best to learn (repeated)</p>	<ul style="list-style-type: none"> • No improvement despite movement : removal to shadow timetable • S2 incident recorded in SIMS • Automated email sent home • Detention (up to 20 minutes) • No return to next lesson unless detention served and restorative conversation held. 	Class teacher Tutor
<p>Disrupting learning E.g. No improvement after warning given and moved within classroom. Disrupting Learning (repeated)</p>		Class teacher Tutor
<p>Lack of respect for others E.g. Using inappropriate language (repeated) Not speaking politely or respectfully (repeated) Name calling Boisterous behaviour</p>	<ul style="list-style-type: none"> • S2 incident recorded in SIMS • Automated email sent home • Detention (up to 20 minutes) 	Class teacher Tutor Duty Staff
<p>Lack of respect for School environment E.g. Careless damage to School property</p>		Class teacher Tutor Duty Staff

Stage 3

Example of failure to meet expectations of a Marlintonian	Steps taken	Member of staff responsible for applying sanctions
<p>Failure to attend Level 2 detention</p>	<ul style="list-style-type: none"> • S3 incident recorded in SIMS • Automated email sent home • Stage 3 detention (40 minutes) • No return to lesson until detention served and restorative conversation held 	Head of Year Head of Department



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<p>Not prepared for learning E.g.: Persistent: No homework Lack of equipment Uniform not correct Late for lesson</p>	<p>Within single subject:</p> <ul style="list-style-type: none"> • S3 incident recorded on SIMS • Stage 3 detention (40 minutes) • Restorative conversation involving HoD and teacher held • Contact made with home • Return to lessons on subject report <p>Across several subjects:</p>	
<p>Not doing their best to learn (persistent)</p>	<ul style="list-style-type: none"> • S3 incident recorded on SIMS • Stage 3 detention (40 minutes) • Targets for improvement set with HoY • Lesson by lesson report considered • Contact with home made 	<p>Within single subject: Head of Department</p> <p>Across Several Subjects: Head of Year</p>
<p>Disrupting Learning (persistent)</p>		
<p>Lack of respect for others (persistent) E.g. Casual use of derogatory language Not speaking politely or respectfully (persistent) Causing a small degree of physical harm to others through careless or boisterous behaviour</p>	<ul style="list-style-type: none"> • S3 incident recorded in SIMS • Automated email sent home • Stage 3 detention (40 minutes) 	<p>Teacher Tutor Duty Staff Head of Year</p>
<p>Potential Bullying Behaviours E.g. Name calling when hurt caused is understood Continued bullying behaviours after Stage 2 intervention</p>	<ul style="list-style-type: none"> • S3 incident recorded on SIMS • Stage 3 detention (40 minutes) • Restorative conversation inc. written or verbal apology • Contact with parent/carer 	<p>Pastoral support worker Head of Year</p>
<p>Inappropriate Use of ICT (persistent)</p>	<ul style="list-style-type: none"> • Confiscation of property – to be collected by parent/carer. • S3 incident recorded on SIMS 	<p>Class teacher Tutor Head of Year</p>
<p>Lack of respect for School environment E.g. Wilful minor damage to School property Littering</p>	<ul style="list-style-type: none"> • S3 incident recorded on SIMS • Stage 3 detention (40 minutes) 	<p>Class teacher Tutor Duty Staff</p>



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Stage 4

Example of failure to meet expectations of a Marlingtonian	Steps taken	Member of staff responsible for applying sanctions
Failure to attend Level 3 detention	<ul style="list-style-type: none"> S4 incident recorded in SIMS Automated email sent home Stage 4 detention (60 minutes) 	Head of Year Head of Key Stage
<p>Not doing their best to learn (persistent)</p> <p>Disrupting Learning (persistent)</p> <p>E.g. Failure to meet targets set in subject or lesson by lesson reports. Failure to meet targets set at Stage 3 with HoY.</p>	<ul style="list-style-type: none"> S4 incident recorded in SIMS Automated email sent home Stage 4 detention (60 minutes) Targets and support updated Temporary withdrawal from lessons in a subject Contact with parents/carers 	<p>Within single subject: Head of Department</p> <p>Across Several Subjects: Head of Year</p>
<p>Bullying</p> <p>E.g. Wilfully causing harm to others with words or actions Continued bullying behaviours after Stage 3 intervention</p>	<ul style="list-style-type: none"> S4 incident recorded on SIMS Stage 4 detention (60 minutes) Restorative conversation inc. written or verbal apology Contact with parent/carers 	Head of Year Head of Key Stage
<p>Lack of respect for others</p> <p>E.g. Offensive language towards staff/ students/ visitors Acting in an aggressive manner towards another student</p>	<ul style="list-style-type: none"> S4 incident recorded in SIMS Automated email sent home Stage 4 detention (60 minutes) 	Head of Year Head of Key Stage
<p>Not following instructions</p> <p>E.g. Open defiance e.g. refusal to move to shadow timetable room Found out of bounds In possession of smoking materials</p>		Head of Year Head of Key Stage
<p>Lack of respect for School environment</p> <p>E.g. Wilful damage to School property</p>		Duty Staff Head of Year Head of Key Stage



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Stage 5

Example of failure to meet expectations of a Marlintonian	Steps taken	Member of staff responsible for applying sanctions
Failure to attend Stage 4 detention	<ul style="list-style-type: none"> Internal exclusion 	Head of Key Stage
Not doing their best to learn Disrupting Learning E.g. Failure to meet targets set at Stage 4 with HoY	<ul style="list-style-type: none"> Internal exclusion Meeting arranged with parents/carers BSP likely Behaviour Level considered. 	Head of Key Stage Senior Leaders
Lack of respect for school environment Significant damage to School property	<ul style="list-style-type: none"> Internal exclusion Contact with home BSP and behaviour level considered. 	Head of Key Stage Senior Leaders
Lack of respect for others E.g. Continued bullying behaviours after Stage 4 intervention Swearing about staff/visitors Threatening behaviour		
Not following instructions E.g. Truancy Smoking on the School site Leaving School site without permission.		

Stage 6

Example of failure to meet expectations of a Marlintonian	Steps taken	Member of staff responsible for applying sanctions
Failure to meet targets set within BSP Serious one-off incidents	<ul style="list-style-type: none"> Fixed term exclusion Student will be placed on a Behaviour Level. Reintegration meeting with Parents/Carers BSP likely 	Head of Key Stage Associate Headteacher Executive Headteacher



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Stage 7

Example of failure to meet expectations of a Marlingtonian	Steps taken	Member of staff responsible for applying sanctions
Persistent failure to comply with behaviour policy	<ul style="list-style-type: none">• Permanent exclusion	Executive Headteacher
Serious one-off incidents		