

RESPECTFUL AND PURPOSEFUL LEARNERS, PREPARED FOR LEARNING

We believe that in order to enable effective teaching and learning to take place, positive behaviour in all aspects of school life is fundamental, and students need to take responsibility for the contribution they must make to their education. This policy seeks to enable all staff, students and parents to work together to develop strategies to support individual students in achieving their true potential and to demonstrate positive learning behaviour for now and for the future. Students who demonstrate these positive learning behaviours will be recognised through the school Rewards policy.*

HIGHCLIFFE SCHOOL VALUES

We aim to provide a safe, secure and happy school, which both stimulates and challenges - a school where students achieve their full potential within a caring community.

At Highcliffe we value:

- Respect for all members of the school community
- Personal responsibility, self-discipline and independence
- High standards of achievement
- The development of positive attitudes to learning
- Respect for our learning environment
- Honesty, integrity and courtesy
- Co-operation and teamwork
- Punctuality, participation and attendance
- Care and consideration for all members of the community
- Making a positive contribution to both local and international communities

RESPECTFUL AND PURPOSEFUL LEARNERS

Effective teaching and learning can only take place in a well-ordered environment. Promoting positive behaviour requires the commitment of all parents, staff and students and consistency of practice is needed across the school community to ensure that students know the standards of behaviour that are expected of them.

The school actively supports positive learning behaviours through the awarding of Attitude to Learning grades, Commendations and Commendation certificates, attendance certificates, letters of commendation, Headteacher's awards and celebration assemblies and lunches.

However, sometimes students' attitude or behaviour requires a sanction. The School uses Demerits as the lowest form of sanction, escalating to lunchtime detention for repeated instances of behaviour or more serious single incidents which do not meet the school's expectations of respectful, purposeful and responsible behaviour; then escalating to after-school detentions, internal exclusion (isolation) and fixed term or permanent exclusion.

Where students appear to be developing a pattern of unsatisfactory behaviour for learning the school will also seek to work with students and their parents, to devise a support strategy to help students alter their behaviour to avoid future sanctions.

The School promotes clear understanding of what it considers unacceptable behaviour and the consequences of it, through the Sanctions Summary below overleaf.

***Please see the full Policy Document on the School website for further information on how the School works with parents in support of improving behaviour, the range of strategies and support available to students, and the roles of specific staff members.**

DEMERITS, 'TIME-OUT' AND 'ON-CALL'

DEMERITS

a) Not meeting the expectation of being a respectful and purposeful learner

A demerit is issued in the following circumstances – this must occur after a clear formal warning:

- Persistent talking, shouting out or not following the 'hands-up' rule
- Persistent low-level disruptive behaviour
- Arguing back or being defiant
- Other inappropriate behaviour in or outside the classroom
- Failure to follow promptly a reasonable instruction
- Lack of effort or coasting in class

A demerit will be automatically issued in the following circumstances:

- Failure to complete home study by deadline
- Breach of mobile phone policy and/or ICT policy
- Failure to adhere to the school dress code
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b) Not meeting the expectation of being personally prepared for learning

A demerit will be issued in the following circumstances:

- Failure to bring the correct equipment, including PE equipment*
- Failure to have Organiser and/or demerit card when requested (Years 7-11 only)*

**These do not accumulate over a day i.e. a student won't get 5 or 6 Demerits in one day*

- Failure to bring the required learning resources (eg. textbook, exercise book or file, ingredients, revision materials, any other study materials requested by the teacher)

'TIME-OUT'

This must be used only after a demerit has been issued. Each Curriculum Area will have a rota for each lesson indicating the assigned 'time-out' member of staff and their teaching room.

- A student issued with a 'time-out' will be sanctioned by being placed in a lunchtime detention.
- A student who is issued with three 'time-outs' or more within a three week period will be placed in after-school detention.

Students should not normally be sent outside the classroom but instead should be 'timed out' or 'on-called'. Failure to arrive promptly at a 'time-out' room is a serious act of defiance and will result in an additional lunchtime detention. A 'time-out' will lead to a Curriculum Area report to monitor the student temporarily.

USE OF 'ON-CALL'

There will be a rota of senior colleagues for each teaching period who will remove students from lessons in the following circumstances:

- Abusive language towards students or staff
- A 'one off' serious act of defiance, arguing back or rudeness to an adult
- Threatening behaviour or aggression
- Intentional damage
- Poor behaviour after a 'time-out'
- Poor behaviour by a student on Head of Achievement report or on Head of School report. Further sanctions may apply in these circumstances

<p style="text-align: center;">Demerits:</p> <ul style="list-style-type: none"> • Persistent talking, shouting out or not following the 'hands-up' rule. • Persistent low-level disruptive behaviour. • Arguing back or being defiant. • Other disrespectful behaviour in or outside the classroom. • Failure to follow promptly a reasonable instruction. • Breach of mobile phone policy and/or ICT policy. 	<ul style="list-style-type: none"> a) Demerit issued. b) Students who receive 3 demerits in a 3 week period will be sanctioned by a lunchtime detention; c) Students who receive a 4th demerit in a 3 week period will be sanctioned by an additional lunchtime detention; d) Students who receive a 5th demerit in a 3 week period will be sanctioned by an after-school detention; e) Students who receive 6 or more demerits in a 3 week period will be placed on Pastoral Lead report or Head of Achievement report and will be sanctioned by an after-school detention.
<p style="text-align: center;">Demerits:</p> <ul style="list-style-type: none"> • Lack of effort or coasting in class. 	<ul style="list-style-type: none"> a) Students who receive 3 demerits in a 3 week period will receive supportive intervention by the Form Tutor. There is no 'Sanction'. b) If the behaviour persists further intervention will be actioned by the Head of Achievement and/or the Curriculum Area. Possible parental involvement.
<p style="text-align: center;">Demerits:</p> <ul style="list-style-type: none"> • Failure to complete home study by deadline. 	<ul style="list-style-type: none"> a) One late home study will receive 1 demerit; the late home study should be handed in by 3.05 the following day to the 'drop-off' in the Library, labelled with student name, class and teacher name. b) If the late home study is not handed in within the deadline, then a 2nd demerit should be given and a lunchtime detention. c) Students who fail to complete 3 home studies by the deadline within a 3 week period will be placed on Form Tutor report for a minimum of two weeks for home study as well as completing sanctions a) and b) above.
<p style="text-align: center;">Demerits:</p> <ul style="list-style-type: none"> • Failure to adhere to the school dress code 	<ul style="list-style-type: none"> a) Demerit issued. b) Students who gain 3 demerits in a 3 week period will be placed in lunchtime detention. Further demerits in the same period will lead to a Form Tutor report.
<p style="text-align: center;">Demerits:</p> <ul style="list-style-type: none"> • Failure to bring the correct equipment, including PE equipment. • Failure to have organiser and/or demerit card when requested. • Failure to bring the required learning resources (eg. textbook, exercise book or file, ingredients, revision materials, any other study materials requested by the teacher) 	<ul style="list-style-type: none"> a) Demerit issued. b) Students who gain 3 demerits in a 3 week period will be placed on Form Tutor report. c) Students who gain more than 3 demerits in a 3 week period will be placed on Pastoral Lead or Curriculum Area report.
<p style="text-align: center;">'Time-out'.</p>	<ul style="list-style-type: none"> a) Curriculum Area report and lunchtime detention. 3 demerits awarded. b) 3 'time-outs' in a 3 week period will lead to an after school detention. c) More than 3 'time-outs' in a 3 week period will lead to a possible internal isolation (5 demerits).*
<p style="text-align: center;">'On-call'.</p>	<ul style="list-style-type: none"> a) After-school detention. 5 demerits.* Contact made with parents. The incident may require a further response. b) 3 'on-calls' in a 3 week period will lead to internal isolation and possible fixed term exclusion (10 demerits).* Contact made with parents. The incident may require a further response.
<p style="text-align: center;">Serious breaches of the school's code of conduct.</p>	<p>Fixed term exclusion or permanent exclusion. Approved by the Deputy Headteacher or the Headteacher.*</p>

The Correct Equipment/Learning Resources Years 7 to 13

School Stationery Shop

The school operates a supply shop **from the Library**. Students will be able to buy individual items (a pack of pens/pencils, a ruler etc) or a ready-stocked pencil case, through Wise Pay. Small cash transactions are possible

The following **basic equipment** is required of all students in Years 7 to 13 on a daily basis:

- School Organiser/Planner

**By agreement, Sixth Form students may use a digital device as a substitute for a School Organiser*

Plus:

- Black pens (more than one)
- Pencils (more than one)
- Sharpener
- Eraser
- Glue stick
- Ruler (15cm or 30 cm)
- Colouring pencils, not felt tip pens) (**Years 7 to 11 only**)
- Scientific calculator * (**All Years 7 to 11 but Year 12/13 Maths and Science students only**)

*recommended Casio fx83GT PLUS or fx85GT PLUS (solar).

Students can purchase a clear pencil case (required for internal and public examinations) ready-stocked with equipment from the School Library at a reasonable price, if required.

In addition, as mature, independent learners Sixth Form students in Years 12 and 13 are expected to bring the equipment they need to support their independent study and Explore tasks:

- File folders for the subjects they have on that day
- File dividers
- Post-it notes
- Revision cards
- Their Personal Learning Checklists (PLCs)*

* Students may opt to use the web-based PLCs instead

The following **learning resources** are required of all students in Years 7 to 13 by arrangement/request in certain lessons:

- The course textbook where issued
- Exercise book or work folder
- Plus any learning resources, revision notes, or independent work requested by the teacher for a particular lessons

- PE Kit
- D&T Apron