

*It is the responsibility of the school to provide students with a high-quality education, and to prepare them for life beyond the school gates. As such, it is vital that we help our students to understand the fundamental relationship between actions and consequences. Positive actions result in rewards; negative actions result in consequences. This policy clearly sets out our expectations for student behaviour at Welling School, and the consequences of positive and negative behaviours.*

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## **Core Purpose**

“Educating outward-looking learners who will thrive in their own lives and contribute to making the world a better place.”

## **Welling School Expectations**

At Welling School a set of core principles underpin our behaviour policy and all school rules stemming from this policy. These are:

- All members of the school community have the right to be respected and accepted, and to work in a safe environment.
- Bullying, racial harassment, sexual harassment and acts of violence toward other members of the school community will not be tolerated.
- We are here first and foremost to provide an education to our students; student behaviour should always respect other students’ right to learn.
- Our staff have legal responsibility for students whilst they are at school, therefore the authority of our staff is absolute.

## **School Values**

Our education philosophy is focused around three values we want all of our students to acquire before taking their place in the global community. At Welling School:

- We are **Ambitious**
- We are **Kind**
- We are **Active**

These values of being **ambitious, kind** and **active** underpin all the conversations we have in school, both positive and negative.

## **Welling School Rules**

To help all students understand the expected standards of behaviour a list of school rules (Appendix 1) is printed in every student planner.

## **Parent Expectations**

The School recognises that an effective partnership with home is one of the best ways of securing high levels of good behaviour. If a sanction is issued which requires your child to stay after school, you will be contacted about this. In the first instance the School will attempt to speak to you however if this is not possible you will be informed by other forms of communication, for example by text message or email. Parents should contact the School for further information.

We need wholehearted support from all parent/carers to maintain high standards of behaviour and academic progress. In choosing to attend Welling School, parents/carers are making the choice to follow our behaviour systems. Although we wish to work very closely with our parents and reach agreement on appropriate sanctions for their children, we recognise that occasionally differences of opinion are inevitable. As per Department for Education guidance, we reserve the right to apply sanctions without parental agreement.

## **Discipline beyond the school site and bringing the school name into disrepute**

The school will not tolerate behaviour by a student that will discredit the name of the school within the local community. The school will use the same behaviour consequences that are applied to incidents of misbehaviour that occur on the Welling School site. Where poor behaviour occurs when a student is travelling to and from a school, the school reserves the right to issue a consequence, or a fixed term or permanent exclusion, particularly in relation to violent conduct e.g. a physical assault or bullying incidents.

Students are expected to wear full school uniform correctly when travelling to and from a school and must not be involved in behaviour that could adversely affect the reputation of the school. Staff on the school gates at the end of the day will be reinforcing these expectations. Any students seen removing their school uniform/not wearing their uniform correctly or misbehaving in the local community will be issued a C2: School Detention.

Parents/carers are encouraged to report criminal behaviour, anti-social behaviour and serious bullying incidents that occur anywhere off the school site which pose a threat to a member of the public or a student to the police as soon as possible. Parents/carers should contact the school to inform them.

For health and safety reasons, very high standards of behaviour are expected on school residential and day trips. The school will use the same behaviour consequences that are applied to incidents of misbehaviour that occur on the Welling School site.

## **Screening, Searching and Confiscation**

If a student is suspected of carrying any prohibited item then members of staff have the right to search pupils to ensure there is not a threat to either student or staff health, safety or wellbeing. For further guidance please refer to the DfE guidance 'Screening, Searching and Confiscation. Advice for Headteachers, staff and governing bodies.' In addition to the practice identified in the DfE guidance, Welling School also bans any item brought into a school with the intention of the item being sold or passed on to other students which, in the Headteacher's opinion, will cause disruption to the school or be detrimental to school practice.

## **CCTV**

The School reserves the right to use CCTV for the purpose of maintaining discipline and managing behaviour. The use of CCTV is outlined in the Trust's Data Protection Policy and related legislation.

## **Use of Reasonable Force**

Please refer to the DfE guidance 'Use of reasonable force. Advice for Headteacher/Heads of School, staff and school governance committees.' All members of school staff have a legal power to use reasonable force. This power applies to any member of staff at Welling School. It can also apply to people whom the Headteacher has temporarily put in charge of students, such as unpaid volunteers, cover staff or parents/carers accompanying students on a school organised visit.

## **Police**

The school will involve the police in all matters where criminal activity has taken place or is suspected of having taken place. This includes incidents of school property being damaged. In addition, the school will inform the police of any intelligence which may support the police in preventing or tackling criminal activity. A student and his or her family have the right to contact the police if they feel that a criminal offence has been committed.

## Rewarding Positive Behaviour

We believe that there should be a consequence for positive behaviour. Through our rewards system, we recognise both individual cases of positive behaviour, and patterns of repeated positive behaviour over time. Through our rewards system we aim to recognise and celebrate the positive contributions that our students make. Teachers are also encouraged to make positive phone calls to reward positive behaviour.

In addition to the formal rewards outlined below, all adults are encouraged to regularly praise students making positive contributions.

Students can be rewarded for behaviour in the classroom, around the school site, or beyond the school gates for actions which positively serve the community.

R1	Given for things such as a correct answer, a positive contribution, completion of a piece of work, a positive attitude shown, kind or helpful behaviour, etc. Teacher records on classcharts.
R2	Given for a more significant contribution, linked to school values. Teacher records on classcharts and issues a positive postcard.
R3	This will be awarded for a single outstanding act, either in the classroom, around the school or in the wider community. Teacher records on classcharts and an R3 Certificate is issued by the Headteacher and presented by the Head of Year.

## Rewards Points

- Rewards Points are earned following the award of an R1, R2 or R3. These are centrally recorded on Class Charts and accumulate over time.
- Dependent on the number of points accumulated, a student will be issued a badge to wear. They will also be able to 'spend' positive points in a Rewards Shop that will be open weekly.
- There are three coloured badges, all indicative of achievement of a certain number of Rewards Points.

R1	Worth 2 Rewards Points
R2	Worth 5 Reward Points
R3	Worth 20 Reward Points
Bronze badge	Issued when a student reaches 100 Reward Points
Silver badge	Issued when a student reaches 250 Reward Points
Gold badge	Issued when a student reaches 500 Reward Points

## Other rewards

Positive behaviour and student achievement is also recognised through rewards other than those listed above. These include:

- Celebration assemblies
- Prize Evenings
- Attendance and Punctuality Awards
- The Jack Petchey Award
- Positive phone-calls home
- Positive letters home

## Correcting Negative Behaviour

Student behaviour should always respect other students' right to learn. To keep order in the classroom and around the school, all members of staff are expected to consistently and fairly enforce high standards of behaviour. In class students must not cause disruption to learning. Whilst students are on school site or on their way to or from school they are expected to follow these non-negotiables:

- Not drop litter
- Conduct yourself in an appropriate manner and consider others
- Not take part in any form of verbal or physical aggression including play fighting
- Wear the correct school uniform
- Follow instructions of all adults.

These non-negotiables are clearly reinforced to all students and therefore a student should receive a consequence if they fall short of these expectations. Students should expect to be issued with a C1 for uniform infringements and a C2 for the other non-negotiables.

In order to ensure that the school is a calm and purposeful place to learn the school has a set of rules that need to be followed by all students (see Appendix 1: Welling School Rules). In the first instance, students should be issued with a C1 for not following these. Repeated infringements or failure to complete the first consequence will lead to a higher consequence.

All members of staff have the authority to issue a C1 or C2 detention. C1 detentions can be issued for morning break, lunchtime or after school. C2 detentions take place after school every day apart from Wednesday. C2 detentions take place centrally in the school canteen from 2.55-3.55pm. Students that are late will need to stay later to ensure they have completed one full hour. In detention students will be expected to complete one or more of the following:

- Complete extra work
- Repeat unsatisfactory work until it meets the required standard
- Written tasks as punishments such as writing lines or an essay
- Written tasks designed to make students reflect on their negative behaviour
- Community service task
- Letter of apology

The decision to issue a C3 must be authorised by the Headteacher or a member of the Senior Leadership Team.

<b>C1</b>	A 15 minute Teacher Detention, given for low level disruption of learning, a minor breach of whole-school non-negotiables or school rules. The incident will be recorded on Class Charts.
<b>C2</b>	A 1 hour School Detention, given for more serious disruption to learning that results in a student being parked or a more serious breach of whole-school non-negotiables or school rules. The incident will be recorded on Class Charts and home contacted to explain reason for C2.
<b>C3</b>	Student behaviour equates to a serious breach of whole-school non-negotiables or school rules. Internal Exclusion (Complete morning in school and complete The Berwick Centre from 1.00-4.00pm) or an external exclusion (Fixed Term) or permanent exclusion.

Further clarification regarding consequences:

- Students that receive two 'C1s' in a day will be issued C2: School Detention.
- One day's notice or home will be contacted on the day prior to students sitting a C2 School Detentions. Students will be given one further opportunity to sit a C2 whole School detention before their consequence is escalated to a C3.

- Students who accumulate two or more C2 Consequences in one day will be collected by their HOY/Care & Guidance and parents contacted. They will be advised that they will receive an Internal Exclusion for the next day and that any further C2 sanctions on that day will result in a C3 Fixed Term exclusion.
- Students who accumulate more than three C3 Internal Exclusions during a term will automatically receive Fixed Term Exclusions for C3 consequences for the remainder of that term.
- Reaching a given number of consequences over half a term will result in a further, more serious consequence as this is indicative of disruption to learning. A student may be placed on one of the school's reporting systems to monitor his/her behaviour.
- The school reserves the right to issue a fixed-term exclusion for students who are defiant or non-compliant with members of staff. A similar sanction will also be exercised for incidents involving swearing, extreme rudeness or threatening behaviour towards any member of staff.
- Where appropriate, for example for incidents involving staff or other students, and at the discretion of the school, students may be asked to attend a restorative meeting before they are reintegrated. This will be led by our Restorative and Anti-Bullying Co-ordinator.
- Parents/Carers are expected to attend a reintegration meeting following student receiving a fixed term exclusion longer than one day or an internal exclusion (The Berwick Centre) longer than two days. This is to help all parties understand what led to the external/internal exclusion and explore if additional support is required.
- Students involved in an 'Extreme Incident' may be permanently excluded from the school. See Appendix 2 'Extreme Behaviour Incidents' for further details.
- Students repeatedly involved in C3 incidents may be permanently excluded from the school.
- Parent/Carers do not have the right to stop a consequence. In accordance with the Complaints Policy, Parents/Carers retain the right to appeal to the Governing Body of the school to have the sanction removed from the student file.

### **Discretion**

No behaviour policy can cover all eventualities. The Headteacher and the Senior Leadership Team reserve the right to use discretion to help Welling School students make better choices.

## APPENDIX 1: Welling School Rules

1. **Attend** school regularly and be **punctual** to both school and lessons.
2. Wear the correct **school uniform**, including a school bag containing my planner and the necessary equipment for all my lessons.
3. Keep my **mobile phone** / electronic devices / associated accessories switched off and out of sight in a school bag when I am in the school building.
4. **Behave well in class**, making a positive contribution in lessons; follow all adult instructions; and, show respect for other students and staff at all times.
5. Take pride in keeping my **school books** in good condition and have the same respect for the property of others.
6. Complete **homework** to the best of my ability and meet the set deadlines.
7. Stay in **areas** that are **within bounds**; keep to the left in corridors or stairways; and, act in a sensible manner when moving around the school.
8. **Remain** on the **school site** during the school day. If I have to leave school during the day, I will have a note from home written in my planner. I will report to Student Reception and sign out.
9. Behave in a way that has **regard** for the **health and wellbeing** of members of the school community.
10. Do my best to ensure I contribute to keeping a pleasant school environment by: eating and drinking (not **fizzy drinks**) in the designated areas, at the appropriate time (break, lunch); placing any rubbish in the **litter** bin; not **damage** buildings or equipment in any way.
11. **Chewing gum** is not permitted anywhere on the school site.
12. Never **smoke/vape** on the school site or when travelling to and from school.
13. Not **sell** any items on the school site unless under the supervision, and with the permission, of a member of staff.
14. Use any form of **networking sites / technology** in a respectful and appropriate way and not threaten or use inappropriate language to other users.
15. Not get involved in any form of **violence or threats of violence, bullying or aggression** as they are forbidden. This includes: spitting; fighting; sexual misconduct (including inappropriate images); abusive language; racist behaviour; false or malicious allegations; throwing missiles. Supporting or encouraging others to be violent is also forbidden.
16. Not be in possession of knives, catapults, cigarettes, lighters, matches, fireworks and other **items which are illegal or harmful**. This includes being in possession of alcohol, drugs or any other associated items that could be considered harmful / dangerous. This applies on the school site and on the journey to / from school.
17. Be aware that I **represent the school** when travelling to / from home, on school trips and I must not do anything which will damage the reputation of the school or bring it into disrepute.

## **Appendix 2: Extreme Behaviour Incidents**

The following incidents will normally be reported to the police and can lead to permanent exclusion from Welling School, **including a first 'one off' offence**. These instances are not exhaustive, but indicate the severity of such offences and the fact that such behaviour can affect the discipline and wellbeing of the school community.

### **Behaving in a way which could deliberately cause serious injury / may endanger life / may be considered threatening**

- Bringing knives, BB guns, or any item which could be used as a weapon, onto the school site.
- Being in possession of knives, BB guns, or any item which could be used as a weapon onto the school site; or on the journey to or from school; or on a school trip / journey.
- Using a knife, BB gun, any item which could be used as a weapon to intimidate / frighten / hurt others.
- Giving or selling knives, BB guns, or any item which could be used as a weapon to another student on the school site; or on the journey to or from school; or on a school trip / journey.

### **Illegal drugs and alcohol / harmful substances / drug paraphernalia**

- Bringing illegal drugs, harmful substances and drugs or alcohol into school (*see Drugs Awareness Policy*).
- Being in possession of illegal drugs, harmful substances or alcohol in school; on the journey to or from school; on a school journey.
- Giving or selling illegal drugs or alcohol to another student in school; on the journey to or from school; on a school journey.

### **Violence**

- A premeditated assault.
- An assault on a member of staff.
- Group violence against an individual, whether as a bystander, or as a participant (*see Anti-Bullying Policy*).
- Violence against an individual, whether as a bystander or as a participant.
- Sexual assault or abuse.
- Racist abuse.
- Serious threat of violence / assault.

### **Bullying**

- Refer to Anti-Bullying Policy.
- The use of ICT to deliberately upset others (*see Cyberbullying Policy*).

### **Theft**

- Stealing from others in school; on the journey to or from school; on a school journey
- The school cannot / will not be responsible for mobile phones / electronic equipment on site. This is the responsibility of the child. Theft of these items should be reported by parents directly to the police.

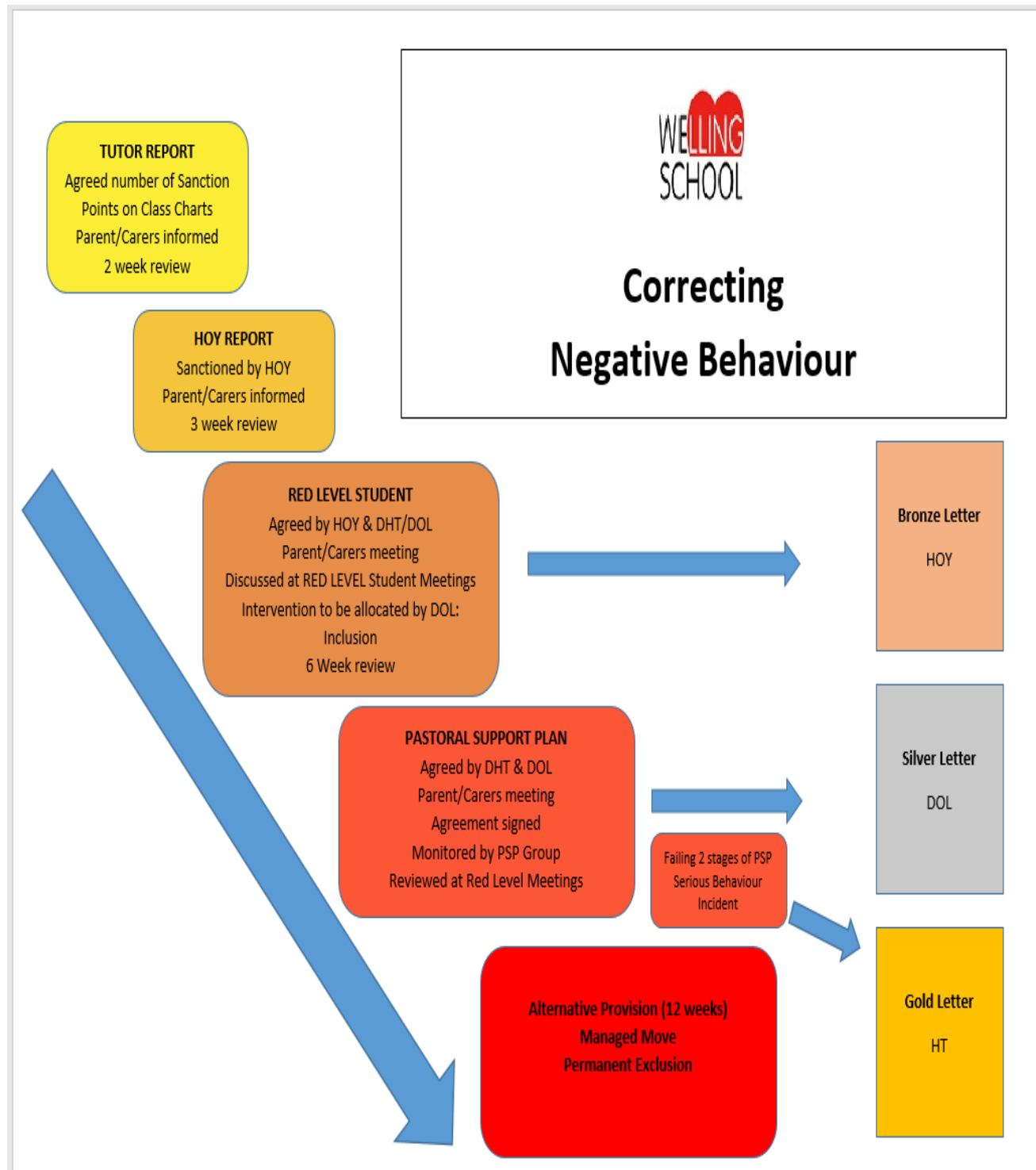
### **Bringing the school name into disrepute**

- Behaviour that discredits the name of the school within the local community.

### **Persistent breaches of the school behaviour policy**

### Appendix 3: Report Process

To support students correcting negative behaviour we have a supportive behaviour report process. If a student is struggling to manage their behaviour, we will intervene with a stepped report system. Patterns of poor behaviour will be monitored by Form Tutors and the Pastoral Team to help students correct their behaviour. Reports give students individualised targets that will act as triggers for good behaviour. If a student does not correct their behaviour they will move on to the next stage of the report as outlined below.





#### **Appendix 4: Managed Moves**

Welling School follows the Local Authority protocol for managed moves. Any students who are attending Welling School as part of a managed move agreement should be familiar with and subject to the school behaviour policy. As such they will be expected to adhere to all school rules and be rewarded or issued consequences accordingly. Persistent breaches of the school behaviour policy, or a serious 'one off' event as described in the school behaviour policy is likely to result in the termination of the managed move agreement.

In the event of a terminated managed move, any subsequent application for a place at Welling School will be declined.

