



# BEHAVIOUR POLICY

Policy Name:  
Policy Type  
Issue Date  
To Be Reviewed  
Approved by

Behaviour Policy  
Statutory  
20<sup>th</sup> November 2023  
Annually – November 2024  
Headteacher

## Contents

RATIONALE .....	2
AIMS OF THE POLICY .....	2
LEGISLATION AND STATUTORY REQUIREMENTS .....	2
ROLES AND RESPONSIBILITIES .....	2
CODE OF CONDUCT .....	3
HOME / COLLEGE EXPECTATIONS.....	4
BEHAVIOUR SYSTEM – CONSEQUENCES.....	6
Uniform cards .....	8
Support strategies .....	8
Recording of Achievements and consequences .....	8
SUSPENSIONS .....	9
Internal Exclusion Unit .....	9
External Suspensions .....	9
Permanent Exclusion.....	10
Parents and Carers .....	10
RECORDING AND REPORTING INCIDENTS .....	11
SEARCHES, SCREENING and CONFISCATION .....	11
MONITORING AND EVALUATING .....	123

## **RATIONALE**

Our Behaviour Policy is based on the understanding that:

- Effective learning takes place in a calm and safe environment with staff and students feeling valued and supported.
- Students respond in a positive way when they know what is expected of them and when they are treated fairly.

## **AIMS OF THE POLICY**

The purpose of this policy is to:

- Ensure a secure and stimulating learning environment where everyone will be inspired to do their very best.
- Promote and develop confidence, responsibility, social awareness, self-esteem and self-discipline.
- Provide effective procedures for promoting effort, achievement, and positive behaviour.
- Prepare students for life as independent adults with a clear sense of their responsibilities towards their communities and society in general.
- Ensure a secure environment in which all students can be free from bullying and intimidation.
- Ensure an environment where all individuals are valued regardless of protected characteristics e.g. race, gender, class, sexual orientation or ability.
- To ensure the values of the school are upheld by all members of the Kingsthorpe College community. These are responsibility, respect, aspiration, and care.

## **LEGISLATION AND STATUTORY REQUIREMENTS**

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010 and schools](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils at school with medical conditions](#)

It is also based on the [Special educational needs and disability code of practice](#)

In addition, this policy is based on:

Schedule 1 of the Education (Independent School Standards) Regulations 2014; paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an antibullying strategy.

[DfE guidance](#) explaining that academies should publish their behaviour policy and anti-bullying strategy online.

This policy complies with our funding agreement and articles of association.

## **ROLES AND RESPONSIBILITIES**

The Governing Board is responsible for monitoring this behaviour policy's effectiveness and holding the Headteacher to account for its implementation.

The Headteacher is responsible for reviewing and approving this behaviour policy. The Headteacher will ensure that the school environment encourages positive behaviour, that

staff deal effectively with poor behaviour and will monitor how staff implement this policy to ensure rewards and consequences are applied consistently.

Staff are responsible for:

- Implementing the behaviour policy consistently.
- Modelling positive behaviour and the values of the school.
- Recording behaviour incidents
- The Senior Leadership Team will support staff in responding to behaviour incidents.

Parents are expected to:

- Support their child in adhering to the student code of conduct.
- Inform the school of any changes in circumstances that may affect their child's Behaviour.
- Discuss any behavioural concerns with the class teacher, Head of Year or Deputy Head of Year promptly.

## **CODE OF CONDUCT**

Kingsthorpe College is committed to providing a high quality, inclusive educational experience in a caring environment. Our core purpose is to provide personalised support to students. We actively encourage students to have a sense of responsibility and respect for others. We aim to develop positive attitudes towards individuals, the family, community, and society.

We aim at all times to be positive in our treatment of students and to use positive reinforcement to encourage good behaviour. The priority of Kingsthorpe College is to develop positive attitudes to learning and to establish positive attitudes between students, teachers, and other adults. This is the ongoing responsibility of us all.

### **Responsibility**

We show responsibility by:

- Being prepared for our learning.
- Being in the right place at the right time
- Being honest and mature.
- Understanding the consequences of our actions.

### **Respect**

We show respect by:

- Treating everyone equally regardless of difference or personal opinion.
- Being courteous and polite at all times.
- Listening to and understanding others.
- Doing what we are asked by all members of staff when we are asked.

### **Aspiration**

We show aspiration by:

- Working to the best of our ability and potential.
- Providing everybody an equal opportunity to succeed.
- Being dedicated and committed to everything we do.

### **Care**

We show care by:

- Helping and supporting each other.
- Looking after our environment.
- Co-operating and working together as a community.

The core values and code of conduct statements are displayed in all classrooms. The core values also appear on posters, the website and all other written documentation.

We expect students to also demonstrate these core values outside of College as they travel to and from College in our uniform. The reputation of the College depends upon our students being seen as positive role models. Any student who fails to meet the high standards of the College on the way to and from College will be sanctioned through the consequence system.

## HOME / COLLEGE EXPECTATIONS









All students and parents sign a copy of the Home/College Learning Agreement which is sent home at the start of the academic year for all students and parents to sign.

<b>As a Student at Kingsthorpe College, I will:</b>	<b>As a parent / guardian, I will:</b>	<b>Kingsthorpe College Staff will:</b>
<ul style="list-style-type: none"> <li>• arrive each day ready to do the best I can at all times</li> <li>• attend school and lessons every day and on time, properly equipped and in the correct uniform</li> <li>• treat others in the way I would wish to be treated myself</li> <li>• show respect for the school environment by playing my part in keeping it safe, clean and tidy</li> <li>• listen to and follow instructions from all staff straight away</li> <li>• do all my classwork and homework, on time and to the very best of my ability</li> <li>• actively engage with my learning, respond to teachers' feedback</li> </ul>	<ul style="list-style-type: none"> <li>• ensure that my child arrives to school on time, every day, properly equipped to learn and in the correct uniform</li> <li>• actively support the school in promoting the behaviour and values which lie at the heart of the school community</li> <li>• ensure that all holidays are taken during school holiday time</li> <li>• report reason for absence to the school on the morning of every day of absence</li> <li>• log into and monitor Arbor Parent Portal and ensure positive and negative behaviour is discussed at home</li> <li>• ensure children are actively supported in undertaking homework and any work missed</li> </ul>	<ul style="list-style-type: none"> <li>• treat students fairly, modelling mutual respect for all members of the school community</li> <li>• provide an inclusive environment where all students feel safe and understand how to stay safe</li> <li>• ensure that effective teaching and learning takes place, to best meet the individual needs of all students</li> <li>• set clear targets and give appropriate feedback to assist all students in fulfilling their potential</li> <li>• ensure that all learning time is used effectively and without compromising on high standards</li> <li>• ensure homework is relevant and set in line</li> </ul>

<p>and seek out opportunities to extend my learning</p> <ul style="list-style-type: none"> <li>• behave in a way which shows I am proud to be a member of Kingsthorpe College, both inside and outside of school.</li> </ul>	<p>through absence</p> <ul style="list-style-type: none"> <li>• inform the school of any change in home circumstances which may affect a child's learning</li> <li>• inform the school promptly of any change of home contact details</li> <li>• ensure that all communication with the school is undertaken in a respectful manner</li> <li>• attend consultation and relevant information evenings.</li> </ul>	<p>with the college policy</p> <ul style="list-style-type: none"> <li>• keep families informed of their child's progress and attendance and respond promptly and professionally to contact from families.</li> </ul>
--	--	--

## **BEHAVIOUR SYSTEM – CONSEQUENCES**

The sanction and achievement system supports teaching and learning by combining the rights of teachers to teach and the rights of students to learn. It is intended to be a positive system. Students will be made aware that poor behaviour will not be accepted and that clear procedures will be followed for those students who fall short of the College expectations. These are given in the form of breaches. Breaches can be given throughout the school day or during lessons, and the number of breaches are accumulated in one day translates into the sanction given below.

GREAT STUDENTS AT KC .....	BEHAVIOUR SANCTIONS AT KC	
<p>Are <b>Respectful</b> to staff and other students. They treat people in the way they would want to be treated.</p> <p>THIS MEANS THAT STUDENTS...</p> <p>Show <b>Care</b> and compassion to themselves, each other and the school environment.</p> <p>Are <b>Responsible</b> for their own behaviour, the choices they make and are honest when they make mistakes. It is OK to make mistakes as long as you learn from them and accept the consequences of your actions.</p> <p>SO THAT STUDENTS...</p> <p><b>Aspire</b> to do their best in all lessons, completing work to the best of their ability, overcoming challenges along the way so they achieve.</p>	<p>Student disrupts learning.</p> <p style="text-align: center;"></p> <p>Student is given a verbal warning (this would be where teachers use classroom strategies)</p> <p style="text-align: center;"></p> <p>Student disrupts learning again.</p> <p style="text-align: center;"></p> <p>Student is issued with a breach.</p> <p style="text-align: center;"></p> <p>Student continues to disrupt learning</p> <p style="text-align: center;"></p> <p>Student is placed in refocus for the remainder of the lesson <i>and issued with a second breach.</i></p> <p style="text-align: center;"></p> <p>Student refuses refocus – they are sent to IEU for the next two lessons and the next social time (break or lunch) by on call staff.</p> <p style="text-align: center;"></p> <p>If student is on called twice in the same week, they spend a day in the IEU and parents are informed.</p> <p style="text-align: center;"></p> <p>If a student refuses to do an IEU or misbehaves in IEU (see disruption is...) They are suspended for the rest of that day and at least one more day. <i>If a student receives 3 breaches in a day they receive an NNR for 30 minutes run by the Head of Year. If they fail to attend this it will be a 60 minute NNR. If they fail to attend this they will be placed in IEU for a day</i></p>	<p>DISRUPTION IS...</p> <p>Any choice made by a student that prevents other students from learning and the teacher from teaching.</p> <p>Examples of this include:</p> <ul style="list-style-type: none"> <li>• Talking when the teacher is talking.</li> <li>• Whispering or muttering when the teacher is talking.</li> <li>• Talking at any time when the teacher has asked for silence.</li> <li>• Turning around</li> <li>• Placing head on desk</li> <li>• Refusal to follow an instruction.</li> <li>• Unkindness of any kind</li> <li>• Walking out of the lesson</li> <li>• Refusing to sit in your assigned seat.</li> <li>• Making silly noises to disrupt others.</li> <li>• Throwing or misusing any classroom equipment</li> <li>• Use of inappropriate non-verbal communication</li> </ul>
<p><b>GREAT STUDENTS AT KC ARE REWARDED WITH...</b></p>		
<p>PRAISE</p> <p>POSITIVE RE-INFORCEMENT</p> <p>RECOGNITION</p> <p>ACHIEVEMENT POINTS</p> <p>PHONE CALLS HOME</p> <p>REWARDS FROM ACHIEVEMENT ASSEMBLIES</p> <p>CERTIFICATES</p> <p>PRIORITY FOR TRIPS AND ACTIVITIES</p>		



Breaches are issued for.....	Breaches are not issued for....
<ul style="list-style-type: none"> <li>• Talking when the teacher is talking</li> <li>• Whispering or muttering when the teacher is talking</li> <li>• Talking at any time when the teacher has asked for silence</li> <li>• Turning around</li> <li>• Placing head on desk</li> <li>• Refusal to follow an instruction</li> <li>• Unkindness of any kind</li> <li>• Walking out of the lesson</li> <li>• Refusing to sit in your assigned seat</li> <li>• Making silly noises to disrupt others</li> <li>• Throwing or misusing any classroom equipment</li> <li>• Refusal to remove your coat</li> <li>• Refusal to put your blazer on when asked</li> <li>• Having your mobile phone out</li> </ul>	<ul style="list-style-type: none"> <li>• Not having a pen</li> <li>• Walking into a lesson with your coat on</li> <li>• Not understanding the learning or needing help</li> <li>• Asking appropriate, relevant questions</li> <li>• Being in emotional distress</li> <li>• Coughing</li> </ul>

Staff at KC never apologise for using the behaviour policy

Staff at KC never give more chances than are named on the policy

Even the most well behaved students make mistakes once in a while but the behaviour policy must be used with consistency and integrity

Warnings and breaches should be given without emotion; matter-of-factly and dispassionately

## Uniform cards

Students will be issued with a uniform card if their uniform is not correct, and we are unable to provide them with the correct uniform for that day. Parents will be informed of uniform breaches, and we will support where we can. Parents may be asked to bring alternative uniform if we have exhausted other options.

## Support strategies

A range of support strategies are available to support students in managing their behaviour. The following support and interventions are available:

- Time out card.
- Restorative conversation
- Behaviour contract.
- Personalised Support Programmes.
- The Learning Support Unit.
- Referral to Deputy Heads of Year
- Referral to Multi-Agency group (wave 3 intervention).

THIS MIGHT INCLUDE:

- Involvement by other agencies such as social services, police, school nurse, Educational Psychologist, CAMHS and others.
- Early Help Assessment.
- Online learning packages (e.g., Academy 21)

## Recording of Achievements and consequences

Achievements and consequences are recorded in Arbor (College's Central Management System) and awarded points according to the type of reward or consequence. All students

have an annual on-going record of their number of reward and behaviour points. Staff are also able to record comments on positive or negative behaviours and set detentions.

## **SUSPENSIONS**

Suspensions are a sanction the College can impose on a student and are taken only in relation to serious breaches of the College's disciplinary policy or persistent breaches. Any decision to suspend is made by the Headteacher in line with the behaviour policy and considering all the circumstances, the evidence available at the time and the need to balance the interests of the student against those of the whole College community.

### **Internal Exclusion Unit**

Internal Exclusion will be used at the discretion of the College Senior Leadership Team to deal with serious incidents of misbehaviour. The Senior Member of staff attached to the Year Group, the Deputy Head or Headteacher will determine the number of days for the student to be in the Internal Exclusion Unit.

The Internal Exclusion Unit may also be used in conjunction with a suspension. The IEU runs from 8.30am to 3.15pm (Wednesday 8-30 to 2-50pm) and students will undertake work from the 5 lessons that they normally would have had that day.

### **External Suspensions**

(up to 45 days maximum in any one academic year)

Suspensions will depend on the severity of the individual incident and the circumstances regarding the event but may be considered for the following non exhaustive list of serious breaches of expectations:

- threatened or actual assault on a member of staff / student
- swearing or abuse towards a member of staff
- persistent failure to comply.
- bringing a banned item onto the College site (eg. weaponry, tobacco, alcohol, drugs)
- vandalism
- bullying
- failure to comply following withdrawal from lessons.
- persistent breaches of uniform policy
- persistent truancy
- persistent racist language
- theft
- fighting
- smoking, vaping or having any associated paraphernalia on site
- setting off the fire alarm
- malicious allegations against staff

The Headteacher may also decide to direct a student to offsite provision after 5 days. If this happens the student will enter full-time educational provision at another School or College on the sixth day and remain there until the end of the agreed period.

During the period of external suspension, the student is the responsibility of the parents or carers who may be fined if their child is unsupervised and in public during this time.

Work will be provided by the college for the student to do at home.

Following a student receiving a suspension a re-integration meeting with parents, a member of the Senior Leadership Team and/or Head of Year and the student meet to discuss a support plan for the child. This is intended to be supportive and reduce any future suspensions. All students will be re-admitted into the College only after a re-integration meeting has taken place. In most cases a Behaviour Agreement is signed, and the student is placed on a monitoring report.

### **Permanent Exclusion**

Permanent exclusions may be considered for very serious incidents such as, but not exclusively:

- persistent breach of the College's disciplinary policy
- persistent bullying
- assault or threatened assault on a member of staff.
- spitting at a member of staff
- serious assault on another student
- illegal substance possession, use or dealing
- illegal substance paraphernalia
- sexual abuse
- extortion
- serious threats of violence
- continual and malicious disruptions of the learning of others
- bringing weaponry onto the College site
- Persistent or serious verbal abuse towards a member of staff

### **Parents and Carers**

Parents and carers have the right to make representations to the Governing Body about a suspension. The Governing Body makes the ultimate decisions on any recommendations by the Headteacher to permanently exclude a student. Where a governing body upholds a recommendation for a permanent exclusion, parents and carers have the right to appeal the decision to an Independent Review Panel.

## **THE USE OF REASONABLE FORCE**

Kingsthorpe College is committed to ensuring that all staff and adults with responsibility for students' safety and welfare will deal professionally with all incidents involving aggressive or reckless behaviour and use reasonable force only as a last resort.

The key objectives are to:

- Maintain the safety of students, staff, and visitors.
- Prevent serious damage to property.
- Prevent serious breaches of college discipline.

These powers can be used in the following circumstances:

- To remove disruptive students from a classroom or event to maintain good order and discipline.
- To prevent a student leaving a classroom where allowing the student to leave would risk their safety, the safety of others or lead to behaviour that disrupts others.
- To prevent a student from attacking a member of staff or another student or to stop a fight.
- To restrain a student at risk of harming themselves through a physical outburst.

This aspect of the Promoting Positive Behaviour Policy is based upon the DfE document. 'Use of Reasonable Force' July 2016.

## **RECORDING AND REPORTING INCIDENTS**

The College keeps a record of all incidents of reasonable force. The incident book is located in the main reception area. All records are kept for ten years after the date of the incident.

Parents/carers will be informed as soon as possible after any recordable incident. Parents/carers will be telephoned before details are confirmed in writing. Parents/carers will be informed of when and where the incident took place, which members of staff were directly involved (staff will be anonymous where necessary), why they decided physical intervention had to be used, what physical intervention was used, whether there were any injuries and what follow up action was being taken in relation to their child.

The Headteacher will be informed, at the earliest possible opportunity, that a physical intervention has taken place. The Deputy Headteacher will initiate the recording process and review each incident.

Governors will be informed of the number of physical interventions on an annual basis.

## **SEARCHES, SCREENING and CONFISCATION**

Members of staff can search students for any items banned by the school or potentially stolen items, with their consent. The Headteacher (or appointed deputy) will be required to authorise a member of staff (typically a senior leader or member of the pastoral team) before this can take place. We have the power to search students without their consent where there is reasonable suspicion that the student may have items such as weaponry, alcohol, tobacco, illegal drugs, fireworks, pornography or stolen items. Formal written consent is not required. It is enough to ask the student to turn out his or her pockets or to look in his or her bag. This will also need to be approved by the Headteacher or appointed deputy.

Banned items are defined as any items that are not necessary for the education of the

student. This list is not exhaustive but includes inappropriate magazines, any smoking materials, water pistols, or items of inappropriate clothing.

Members of staff can seize any banned or prohibited item found as a result of a search or which they consider detrimental or harmful to College discipline.

Where a search is carried out without the student's consent the College will ensure:

- there will be two members of staff present at all times during the search
- all searches will be carried out by a staff member who is the same sex as the student
- the witness to the search will also be the same sex as the student where possible
- the student will not be asked to remove clothes, other than items of outer clothing like their coat, jacket or blazer.

Confiscated items will be returned to parents, not students. Confiscated items such as controlled drugs or stolen items will be passed to the police.

The College may decide to screen students using an arch metal detector or wand if deemed necessary.

All searches, screening and confiscations will be carried out according to the advice contained in the DfE document 'Screening, searching and confiscation.' (July 2022).

## **BEHAVIOUR OUTSIDE OF THE SCHOOL PREMISES**

Schools have the power to sanction pupils for misbehaviour outside of the school premises to such an extent as is reasonable. (Behaviour in Schools: DfE 2022)

Conduct outside the school premises, including online conduct, that KC might sanction pupils for include misbehaviour:

- when taking part in any school-organised or school-related activity;
- when travelling to or from school;
- when wearing school uniform;
- when in some other way identifiable as a pupil at the school;
- that could have repercussions for the orderly running of the school;
- that poses a threat to another pupil;
- that could adversely affect the reputation of the school.

## **ALLEGATIONS AGAINST STAFF MEMBERS**

If a complaint is made against a member of staff, it will be fully investigated in line with our complaints procedure and having taken appropriate advice. However, if after a full and thorough investigation, it is considered that the allegation against the member of staff was unfounded and malicious, any record of the incident will be removed from the member of staff's personnel record. The student or students involved in making malicious allegation(s) may be disciplined according to the severity of the incident up to and including permanent exclusion.

## **MONITORING AND EVALUATING**

The Governing Body and the Senior Leadership Team will put systems in place to monitor and evaluate the implementation and the effectiveness of this policy.