

# Carshalton High School for Girls

Excellence: everywhere, every day.

## Good Behaviour Policy

Reviewed and Agreed by Carshalton Local Governing Body:

Jan 2021

Next Review:

Jan 2022

Policy Notes may be subject to review and revision at any time by the Carshalton Local Governing Body notwithstanding that the next review date has not been reached.

Review dates are for guidance only and whilst the intention is always to arrange reviews within the stated time frame all Policy Notes will remain in force until this has taken place and been formally approved by the Carshalton Local Governing Body.

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## **1. Good Behaviour Policy**

### **1.1 Statement of Intent**

The purpose of this policy is to fulfil the governors' duty of care to students and employees and to promote high standards of behaviour and attainment.

Carshalton High School for Girls believes in the highest standards, highest aspirations, and the highest expectations in all aspects of school life.

#### **1.1.1 Objectives**

We are clear in our aim to foster an environment and culture that is conducive to excellent learning. Teachers have the right to teach in disruption free classrooms and students have the right to learn in disruption free classrooms.

This policy and adherence to this policy will mean our students can lead successful and happy lives. They will acquire the knowledge they need to progress through the key milestones in our education system and embark on the careers and futures of their choosing.

As well as knowledge, we must also equip our students with the 'cultural capital' that they need to become the future citizens of their community. They must use our values, to champion change in society, and be guided by a strong sense of discipline and moral purpose.

We want students to feel valued as individuals, to develop self-confidence, pride in their own achievements, and set ambitious goals for themselves and a rich variety of interests. The governors, staff and students have a mutual responsibility to ensure that the school environment is one in which students and all members of the school community feel safe, valued and able to achieve their full potential.

These expectations are displayed in every classroom and are referred to by staff and with students so that we have a shared understanding and common language regarding expectations. Our training for staff and our behaviour management protocols are designed to improve classroom management and encourage students to take responsibility for their own behaviour and learning.

We aim to create a culture that requires students to reflect on their behaviour, understand its impact on others, accept responsibility for their actions and consider ways to improve their behaviour.

#### **1.1.2 Equal Opportunities**

Carshalton High School for Girls believes in equal opportunities for everyone and is welcoming to all staff, students, parents and visitors.

There is no place here for prejudice or intolerance.

We expect all members of the school to show mutual consideration for each other. They should take responsibility for their own behaviour and lead by example.

## **2. Rewards (see Appendix A)**

Praise, encouragement and rewards are central to the ethos of our school. We believe that we get the best out of our students through praise, encouragement and rewards. We give

rewards for effort and participation to motivate and inspire. There is the opportunity in every lesson for students to be rewarded.

An effective rewards system and the celebration of success are essential to promote an ethos of high standards of excellence. They have a motivational role in helping students to realise that good, considerate behaviour, self-awareness and responsibility to self and others is valued.

### **3. Sanctions**

#### **3.1 Level System** (see Appendix B1)

We operate a simple, clear 3-level system by which behaviours are categorised with appropriate sanctions. This includes behaviours in school and to and from school:

Level 1 behaviours – will be sanctioned with a 30-minute centralised detention

Level 2 behaviours – will be sanctioned with a Fixed Period Exclusion (FPE)

Level 3 behaviours – will be sanctioned with a Permanent Exclusion

#### **3.2 Removal from lesson** (see Appendix B2)

Students have one simple choice; to either be in class working hard and progressing with their learning or they will be isolated from their peers for the remainder of the day. They must not prevent others from learning or the teacher from teaching. We expect the **FINEST** in our classrooms.

F – follow instructions fully.

I – interact respectfully.

N – never interrupt.

E – expect to be challenged.

S – sit up and listen.

T – take responsibility for your learning.

#### **3.3 Disruptive behaviour**

Disruptive behaviour is deemed as that which disrupts the teacher from teaching and the learners from learning. It includes the following: ***shouting out, talking when the teacher is talking, talking when asked to work in silence, turning around, lack of focus and attention***. This is not a definitive list and ultimately the teacher decides when a student is disrupting the learning of others.

#### **3.4 Detentions**

We operate a centralised detention system after school every day. Our policy is that if a student receives a detention, it must be served that day. We can then start afresh the next day.

#### **3.5 Academic Reintegration Centre (ARC)** (see Appendix B3)

This is our behaviour support facility.

#### **3.6 Exclusions** – (see appendix B4)

*The School follows the DfE Statutory requirements for exclusions.*

### **3.6.1 Fixed period exclusions (FPE)**

FPE's are used if a student has broken school policy in relation to a Level 2 behaviour. Exclusions data is monitored for patterns and trends.

### **3.6.2 Permanent Exclusion**

Permanent exclusions are used as a last resort and in response to a serious breach or persistent breaches of the school's behaviour policy and when allowing the pupil to remain in school would seriously harm the education or welfare of themselves or others in the school (Level 3 behaviours).

The school may refer incidents of behaviour to the appropriate authorities including the police.

## **4. Uniform** (see Appendix C)

The uniform and the manner in which it is worn is a reflection on the school and its standards.

All students are responsible for ensuring that they present themselves neatly and adhering to the requirements of the uniform code. Students are representatives of Carshalton High School for Girls; therefore uniform should be worn in the correct manner on the way to and from school, throughout the school day and on school journeys (unless otherwise instructed).

It is expected that parents support the school uniform procedures as per the Home School Agreement. All students deserve to be treated equally, consistently, and fairly and there can be no exceptions when it comes to meeting uniform expectations.

## **5. Mobile Devices** (see Appendix D)

Whilst we understand that mobile technology is an important part of everyday life and can have considerable value, particularly in relation to individual safety, there must be a balance with regards to their impact on students' learning and progress.

Students in Years 7-11 are not permitted to use a mobile device at **anytime**, including break, lunchtime and before and after school whilst on the school site.

**The school accepts no responsibility for loss or damage of mobile devices.**

## **6. Line-up** (see appendix E)

Students in Yr7-11 have their uniform and equipment checked each morning. Sanctions are set accordingly if a student has a uniform infringement and/or lack of equipment.

## **7. Behaviour Support** (see appendix F)

We are committed to the graduated response strategies in accordance with guidelines provided by the London Borough of Sutton. In addition, we use our internal support mechanisms to help students who need support with their behaviour.

## **8. Home School Agreement** (see appendix G)

This is designed to reflect the behaviour policy and the expectations of all stakeholders. New parents and carers must sign the document before their daughter starts the school. There will be occasions where current parents will need to sign the agreement. By signing the agreement, the parent(s) and child are agreeing to adhere and support the school's behaviour policy.

## **9. Investigation of an incident / Decision on Sanctions**

Any investigation or decision on sanctions will be conducted fairly for all parties involved. Decisions on sanctions will be made based on the balance of probability rather than beyond all reasonable doubt. Students may receive different sanctions even though they are involved in the same incident. We will only discuss sanctions with the parent/carer for whom that sanction applies.

#### **10. Searching, screening and confiscation** (see Appendix H)

Staff have the power to search students for any item banned under the school rules if the student agrees. Staff also have the right to search students without consent where they suspect they have prohibited items.

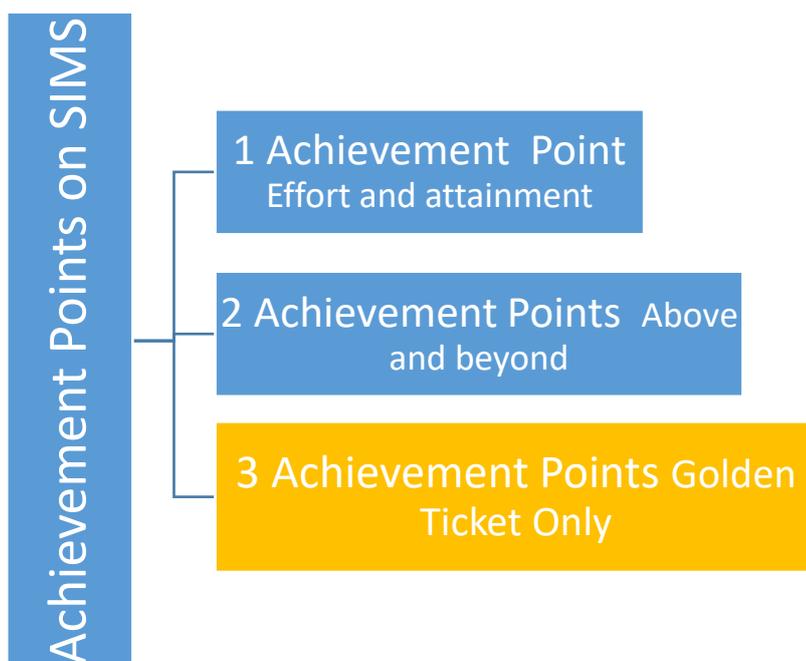
#### **11. Use of reasonable force**

It is unlawful to use force as a form of punishment and staff should avoid any unnecessary physical contact between teaching/support staff and students. As a last resort reasonable force might be used to control or restrain a student who is likely to hurt themselves or others, damage property or cause disorder around the school. This might be when breaking up a fight or stopping some other form of violence. It is good practice to inform parents when reasonable force has been used.

## Rewards

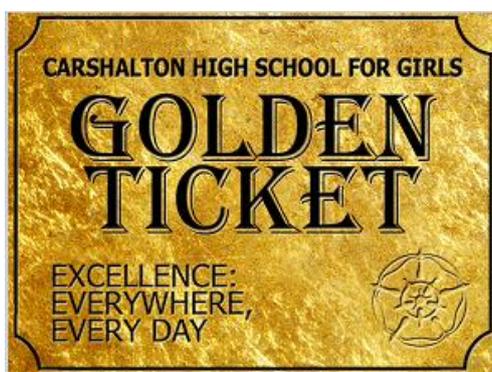
Rewards are an essential part of inspiring and motivating students and we use achievement points to celebrate their hard work, commitment, and dedication.

Parent/carers are informed and encouraged to celebrate the effort, participation, behaviour, and achievement of their child throughout the year. Staff regularly inform parents of any such success through phone calls, postcards, letters, certificates, invitations to events and lunches with the head teacher, celebration evenings and achievement points.



## Golden Ticket

Each member of staff will award *ONE* Golden Ticket each lesson. This can be for excellent work, effort or attitude to learning or improvement in class. Students who receive the most Golden Tickets in a week will be given a signed certificate from the Headteacher.



## Levels of Behaviour

- Level 1 – low level behaviour
- Level 2 – our ‘red lines’, which have no place in our school
- Level 3 – extremely serious behaviour

Students can be placed in detention for the reasons highlighted below. Parents are notified through our School Gateway communication procedures.

### Level 1 behaviours

- |                                       |  |                     |   |
|---------------------------------------|--|---------------------|---|
| ○ Late to school                      | ○ No homework                          | ○ Chewing gum       | ○ Late to lesson                        |
| ○ Uniform infringement                | ○ Shouting and running in the corridor | ○ Lack of Equipment | ○ Using prohibited items (e.g. aerosol) |
| ○ Out of bounds                       | ○ Littering                            | ○ Unkindness        |   |
| ○ Eating and drinking in the corridor | ○ Inappropriate language or comments   |                     |   |

All level 1 behaviour incidents are sanctioned with an automatic a 30-minute detention on the same day. Whilst we are permitted to keep students for 30 minutes without notification, in most cases a message will be sent via our School Gateway communication procedures. Students will record their detention in their planner and go straight to the gym/hall, where they will be asked to sit down and complete work. Parents do not have to give their consent for any detention to take place.

If students receive more than one level 1 behaviour in day they will go to the gym/hall to serve a 30 minute detention and then, depending on the number of level 1 behaviours, the following will happen: **2 x Level 1s = additional 15 minutes, 3+ x level 1s = ARC 1 day**

### Level 2 behaviours

- |   |   |   |  |
|---|---|---|--|
| ○ Explicit swearing at staff  | ○ Violent conduct/fighting  | ○ Inciting violence or hatred   | ○ Failing on behaviour report                                      |
| ○ Bullying  | ○ Persistent oppositional defiance or extreme incidents of defiance | ○ Racism  | ○ Breach of health and safety                                      |
| ○ Bringing drugs and/ or alcohol or being under the influence of drugs and/or alcohol | ○ Vaping/Smoking on the school site                                 | ○ Failure to go to the ARC when instructed to do so                   | ○ Truancy  |
| ○ Failure to attend a centralised detention   | ○ Bringing a weapon into school                                     | ○ Bringing the school into disrepute, including on-line communication | ○ Filming or photographing a teacher or student against their will |

Level 2 behaviours are sanctioned with a fixed period exclusion (FPE) or period of time in the Academic Reintegration Centre (ARC). The decision to either set an FPE or ARC will depend on the context and nature of the incident.

### Level 3 behaviours

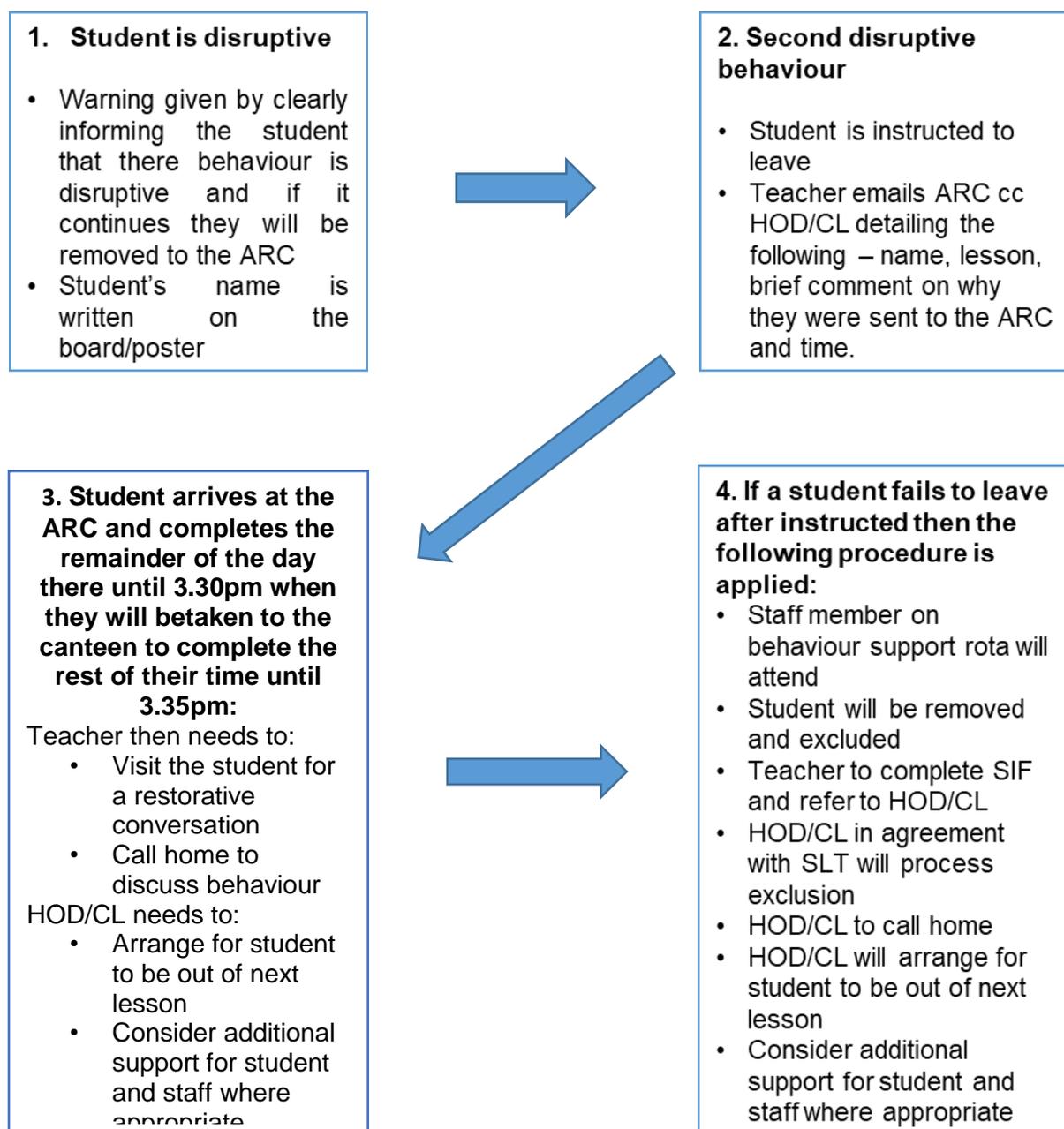
This is an indicative but not exhaustive list.

- Persistent breaches of the School Good Behaviour Policy
- Trafficking of drugs or alcohol in school
- Physical assault on a member of staff
- Extreme violent conduct towards another student
- Deliberately setting off the fire alarm
- Serious breach of health and safety
- Using a weapon in school

All Level 3 behaviours are sanctioned with a Permanent Exclusion.

### Removal from lesson procedure

### Appendix B2



**Academic Reintegration Centre (ARC)**

The ARC is separate behaviour support facility located in F8. Students can be sent to the ARC for the following reasons:

- Being removed from a lesson because they were disrupting the learning of others.
- Having incorrect uniform (including hair colour/hairstyles).
- Having been involved in a serious incident which is under investigation.
- Missing a centralised detention (students will be in the ARC the following day after their missed detention)
- Have had three or more Level 1 incidents in one day
- Having been seen/heard with their mobile phone whilst on the school site (students will be in the ARC the following day)

The ARC is managed by the ARC staff and overseen by the Deputy Headteacher. Heads of Year monitor student attendance in the ARC and will decide in consultation with their pastoral team the additional support required for students.

**The following rules apply in the ARC:**

- Students must hand over their mobile phone for safe keeping.
- Students complete a reflection sheet on entering the ARC.
- An automated message is sent to parents informing them their daughter has been removed to the ARC.
- Once the reflection sheet is complete students work in silence for the remainder of the day.
- If a student is removed from a lesson they are expected to engage in a restorative conversation with their teacher at the end of the same day.
- Students remain in the ARC until 3.35pm that day.
- If students do not engage with any of the above expectations, they will be given a Fixed Period Exclusion (FPE)

## Fixed Period Exclusions

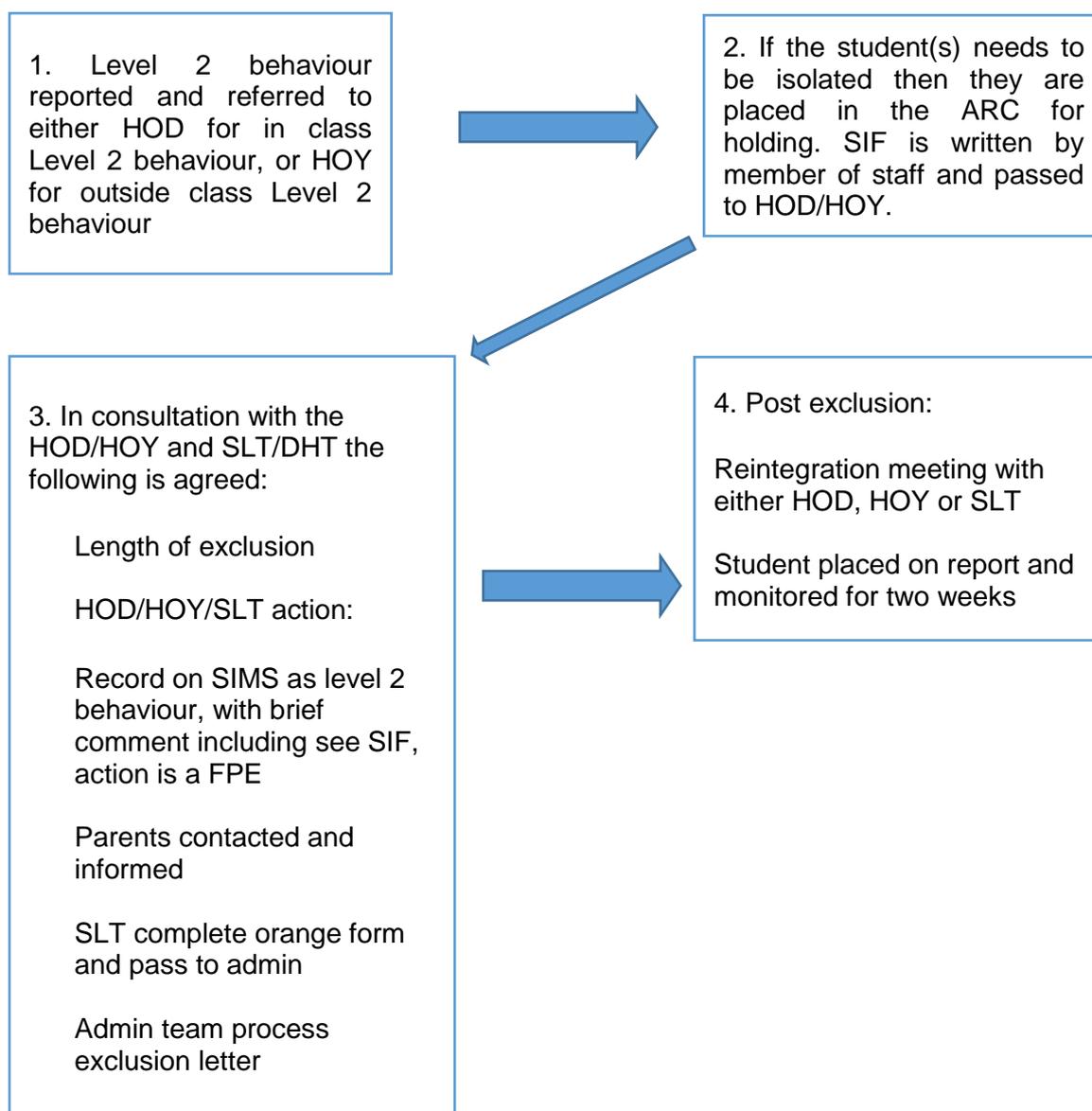
Fixed period exclusions should not exceed 45 school days in a single academic year.

Before a decision is made about an exclusion, incidents are fully investigated and, where possible, the student is given an opportunity to give their view of the incident and a record of the student's view will be kept as part of the investigation.

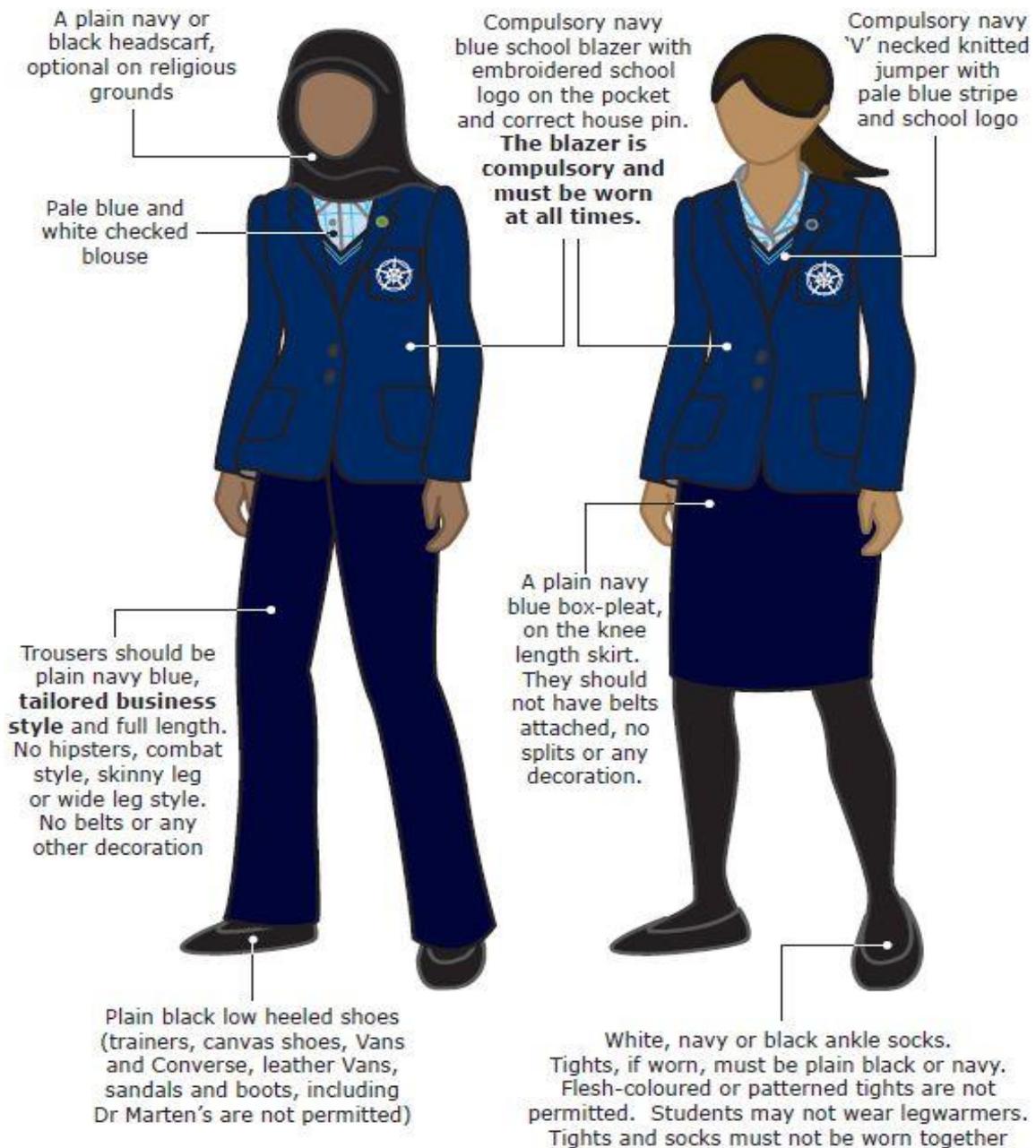
Governors will meet with students and parents/carers who are at risk of permanent exclusion through the Governor's behaviour panel.

Parents/carers may also request the opportunity to make representations to Governors. Work is set on MS Teams for students to complete during their exclusion.

### Procedure for Fixed Period Exclusions (FPE) – Level 2 behaviours



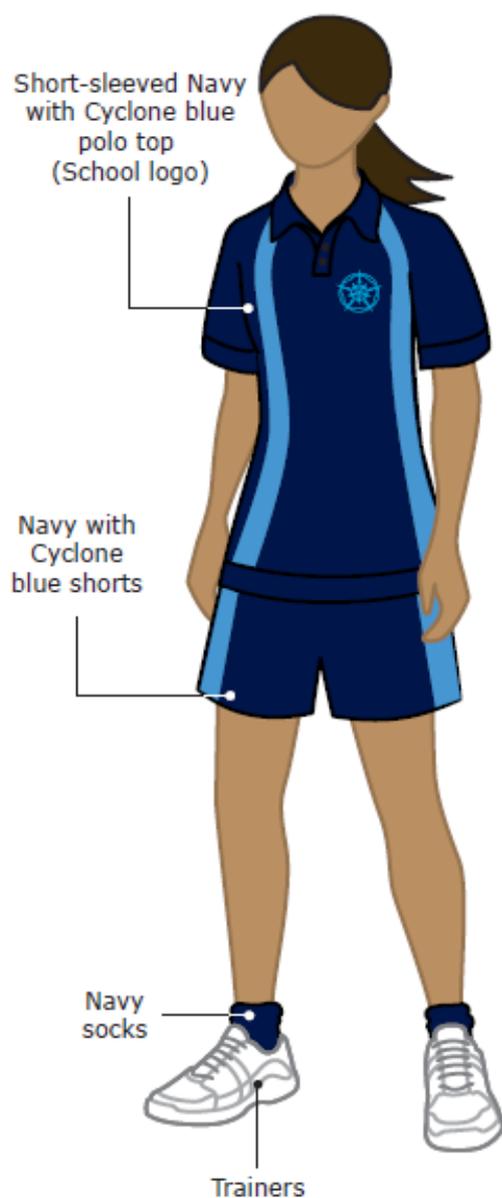
## School Uniform



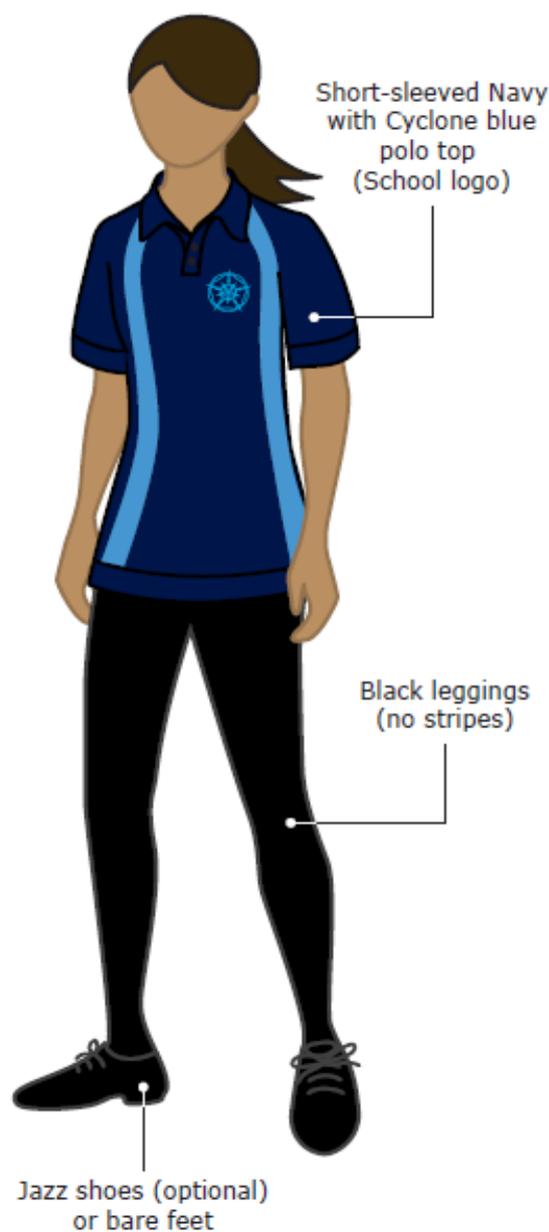
Sensible outdoor coat in plain black or navy, no hooded tops are acceptable. Denim, Leather or Fur jackets (real or simulated) must not be worn.

In the winter a plain black or school scarf may be worn to and from school.

**PE:**  
Compulsory items



**Dance:**  
Compulsory items



Shin-pads and football boots for football and hockey would be preferable but not compulsory.

**Optional items:**

Rain jacket with school logo and tracksuit bottoms with school logo. Only school logo tracksuit bottoms will be accepted.

## School Uniform

- A navy blue school blazer with embroidered school emblem on the pocket and House pin.
- A navy blue 'V' necked knitted jumper with pale blue stripe and school logo. This may be removed during the summer.
- A plain navy blue box pleat, on-the-knee length skirt (no belts attached; no splits or any other decoration) or,
- Navy blue trousers. These must be tailored business style and full length. They should not be hipsters, combat style, skin-tight or wide leg, have belts attached or any other decoration.
- A pale blue and white checked blouse.
- Sensible outdoor coat in plain black or navy only (parka styles with a fur trim are permitted)
- *Plain black low heeled shoes*
- White, navy or black ankle socks, or,
- Tights that are plain black or navy (flesh coloured and patterned tights are not permitted).
- A school rucksack with school logo

### Students can wear if they wish:

- A plain navy or black headscarf for students who need to cover their head on religious grounds
- A plain black, navy or school scarf may be worn to and from school. No other colours are permitted

### Students must not wear:

- Hooded tops or baseball caps.
- Bandanas or multi-coloured headscarves.
- Additional clothing which is visible under the uniform (e.g. long sleeved or high necked tops or legwarmers).
- Tights and socks together.
- Denim, bomber jackets, leather or fur coats/jackets – real or simulated.
- Trainers, canvas shoes, leather Vans, sandals and boots higher than the ankle, including Dr Marten's.

## School Bag

- **All** students must have a sturdy, practical **rucksack** to be able to keep their books and equipment safe as they travel to, from and around the school site.
- These rucksacks should be plain black only (no logos). In addition students must use their blue drawstring PE bag to bring their PE kit into school. No other types of bag are permitted.
- **For students in Year 7 (2020 entry)**, the school bag, with embroidered school logo, is **compulsory** and it can be purchased from our school uniform supplier (Trutex). Students in other year groups are free to purchase the school bag if they wish, but it is not yet compulsory for them to have it until September 2021.

## Jewellery

### Students can wear:

- A wrist watch.
- One small pair of **plain** gold or silver studs no more than 5mm in diameter (one in the lobe of each ear only).
- A religious necklace which must be worn out of sight inside the blouse or jumper.
- **Students must not:**
- Wear the same pair of earrings in the same ear or have more than one earring in their ear
- Wear decorative earrings (costume earrings), sleepers or hooped earrings of any type
- Have any facial jewellery or tongue piercings. Covering such jewellery with a plaster or replacing it with a plastic stud is not permitted. The school accepts no responsibility for any financial issues or risk of infection that arises when students are asked to remove piercings.
- Wear rings, bracelets, bangles or necklaces (other than those for religious purposes).

## Make Up and Hairstyles

### Students can have:

- Conventional hairstyles
- Dyed hair, but natural colours (i.e. a colour a person could grow naturally) **only** are acceptable.
- Braided hair, but natural colours (i.e. a colour a person could grow naturally) **only** are acceptable.
- Any hair ornaments must be navy blue, black or white (single colour only) and must be no wider than 10cm.
- Some make-up in Years 9 – 11. Make-up should be kept to a minimum and not obvious.

### Students must not:

- Wear coloured nail varnish
- Shave part of their heads
- Wear false nails or bring false nails & glue to school.
- Wear false eyelashes.
- Coloured/patterned contact lenses should not be worn.

Students in Year 7 & 8 should not wear make-up of any sort.

If students are not compliant with the uniform requirements sanctions will be set in accordance with our School Behaviour Policy.

Ultimately, students may be sent home to change or internally isolated until the issue is resolved.

Staff have the authority to confiscate items of clothing or jewellery that is not permitted. These items will be stored safely and returned at the end of each half-term.

### Unauthorised use of a mobile device

If a mobile phone is seen, heard or used whilst on the school site this is sanctioned with a day in the ARC the following day. Parents will be notified either by the Head of Year or the Head of Department. This applies to students in school, on school trips, residential activities and extra-curricular activities, unless agreed by CHSG staff in advance that a mobile phone can be used for a specific activity or task.

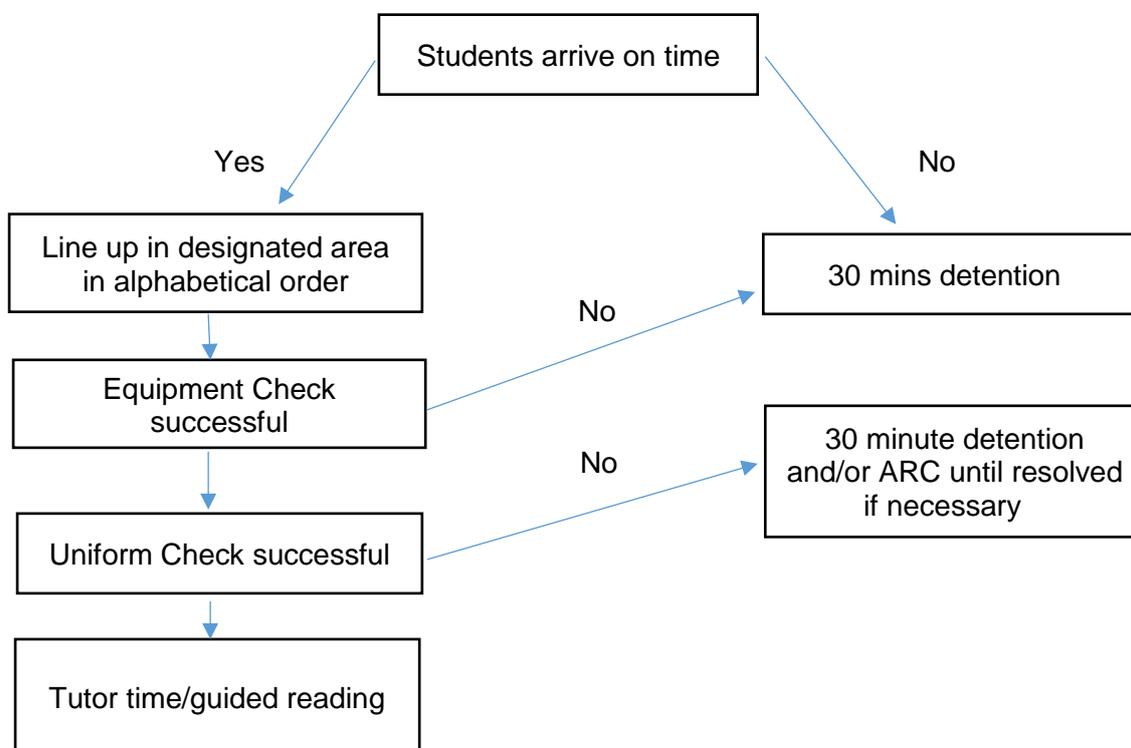
Students who wish to bring their mobile device (this also includes other mobile technology such as tablets, headphones and iPads) to school must have them **turned off and stored safely before entering the school gates**. They are to **remain turned off and stored safely for the entire time they are on the school site**.

It is not acceptable for a parent to contact students on a mobile device during the day and the rules in the behaviour policy will still apply if this happens without exception. Should parents need to contact students **in the event of an emergency**, they should call the Main Office who will ensure the message is passed onto the student.

### Line-up procedures

#### Arrival at School

Being punctual is important, if a student is late then that they will automatically receive a Level 1 behaviour sanction i.e. 30-minute detention that day. To start each school day well is essential. Tutors will check uniform and equipment during the line-up each morning



Regarding equipment students must have the following:

**planner, pencil case (pens, pencils, ruler and calculator) and booklets.**

### Behaviour Support.

We operate a graduated response (referencing the London Borough of Sutton graduated response document) in relation to students who require support with their behaviour. It is important to understand what is driving the behaviour so appropriate support can be given.

We will consider a range of support both internal and external that may include the following:

- Report books (tutor, AHOY/HOY, DHT, HT) – report books is a way of monitoring students in lessons
- Tutor group change – where appropriate the HOY will consider a tutor group change
- Timetable change – where appropriate the HOY and HOD/CL will consider a class change
- Modified timetable – where appropriate the HOY in consultation with the DHT and parents will consider a modified timetable this may include a reduction in subjects studied and a flexible day regards start and finish times
- Time out card – Students can be issued a time out card to help manage their behaviour
- Careers advice – students can be offered careers advice as part of their behaviour support
- Speech language communication needs (SLCN) – where appropriate students can be screened for SLCN
- Learning Support Assistant – where appropriate students can work with a LSA
- Managed move – where appropriate and in agreement with parents the school may consider a managed move to another school
- Pastoral Support Programme (PSP) – students can have PSP to address specific behaviour concerns this can include 1 to 1 pastoral support from a Pastoral Support Officer
- Behaviour Individual Education Plan (BIEP) – this is a tailored plan to address the behaviour needs of individual students
- Social Emotional Educational Development (SEED) – students who are referred to SEED take part in a time defined programme addressing social and emotional issues linked to their behaviour
- Turnaround Limes College – students can be referred to the Limes College Turnaround project. This programme is aimed at those students who are at risk of permanent exclusion
- Governor Behaviour Panel – students can be referred to the governor behaviour panel where students are at risk of permanent exclusion

The school has access to other outside agencies who can provide support for students. The support we provide is detailed in our provision map and is shared with staff and parents.

#### Monitoring and tracking behaviour

Heads of Year have oversight of the behaviour of students within their year group. In consultation with their pastoral teams they decide on the appropriate support for individual students. Where patterns of behaviour have been identified the HOY, in consultation with DHT, has the authority to apply further sanctions.

**HOME/SCHOOL AGREEMENT**

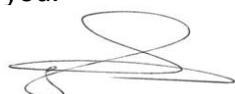
To ensure that students succeed at the school it is vital that parents, students and the school work together in very close partnership.

As a school we want to ensure that every member of the school community is happy and successful and that is best achieved where there is close working between parents, student and the school.

As a school we will provide a safe, calm, orderly environment that is built on high expectations, mutual respect and support.

We will ensure on an individual basis that the needs of every student are met and provide a stimulating, rich learning experience that includes a range of extra-curricular activities.

Finally, we will reward success and celebrate your daughter's success and share that with you.



Maurice Devenney  
Headteacher

As a student I agree to:

- Come to school regularly and on time, properly equipped and in correct uniform
- Do all my work to the best of ability and hand homework in on time
- Take responsibility for my own actions and respect the environment and the needs and privacy of others
- Keep parents informed on all school matters and consult teachers about matters which may affect my work
- Treat others as I would expect others to treat me
- Follow school rules and instructions in connection with the use of ICT equipment
- Be a positive ambassador for the school

As a parent/carer I agree to:

- see that my/our daughter goes to school regularly, on time, properly equipped and wearing correct uniform
- Make the school aware of any concerns or problems that might affect my/our daughter's work or behaviour.
- Notify the school of any unavoidable absences as soon as possible that day.
- Support the school's policies and guidelines for behaviour.
- Support my/our daughter in homework and other opportunities for home-learning in line with the Homework policy.
- Attend Parents' Evenings and meetings about my/our daughter's progress.
- Support and take an interest in all aspects of my/our daughter's school life
- engage with the school in a respectful manner at all times

Student's signature

Parent's/Carer's signature

### **Searching, screening and confiscation**

Staff have the power to search students for any item banned under the school rules if the student agrees.

Staff also have the right to search students without consent where they suspect they have prohibited items such as knives, weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, E-cigarettes and shisha pens, fireworks, pornographic images, or any items that can be used to commit an offence, or cause personal injury to, or damage to the property of, any person (including the student).

Staff may lawfully search electronic devices, without consent or parental permission, if there is a suspicion that the student has a device prohibited by school rules, or the staff member has good reason to suspect the device may be used to cause harm, disrupt teaching, break school rules, commit an offence, cause personal injury or damage property.

If there is a legitimate reason for a student to be searched and they refuse, the school will regard this as defiance and can apply an appropriate sanction as set out in the school's behaviour policy. All prohibited goods found on the student can then be confiscated. While any member of staff can perform a search, it is recommended that this be carried out by a Head of Year or a member of the Senior Leadership Team. All searches should ideally be with more than one member of staff present, although parents do not need to be informed in advance.

Searches must be carried out by a member of staff of the same sex as the student being searched; and there must be a witness (also a staff member) and, if possible, they should be the same sex as the student being searched. There is a limited exception to this rule. We can carry out a search of a student of the opposite sex and/or without a witness present where we reasonably believe that there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff. If a student identifies as a different gender from their biological gender an agreement will be reached about the most appropriate gender.

Any data, files or images that are believed to be illegal must be passed to the police as soon as practicable, including pornographic images of children, without deleting them.

Any data, files or images that are not believed to be unlawful, may be deleted or kept as evidence of a breach of the school's behaviour policy.