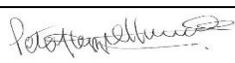




THE NOBEL SCHOOL  
Policy for behaviour for learning

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# Behaviour for Learning - Rewards & Consequences

This policy is a working document and may change throughout the school year. The Nobel school have embarked upon a cultural change in how we, the adults within the school, approach dealing with both poor and good behaviour. Over three years we will slowly implement and embed into our practice the Pivotal Curriculum. The school have had two SLT members fully trained to deliver the Pivotal behavioural change curriculum which will take up to three years to implement.

Whilst this change is on-going the behaviour for learning policy may be updated, whereby there will be addendums added towards the end of the current policy and will be incorporated into full policy at the next full policy review and update.

The Behaviour for Learning Policy at the Nobel School establishes the ways in which all members of the school community contribute to the learning environment. Students are expected to attend school, be well motivated to learn and to behave at all times. Sometimes students exceed our expectations and deserve to be rewarded, or fail to meet them, and thus require a sanction.

This policy is intended to assist and enable all our students to be able to underpin our school vision:

At Nobel we care about everyone in our community. We believe that, by emphasising the importance of excellent behaviour and attendance, and through high quality teaching and learning, we can all achieve to the very best of our ability. In the classroom, through enrichment activities or as citizens with good character, we will always work hard and participate to achieve 'Excellence in Everything'.

*We believe in a school culture where:*

- *We value everyone, embracing diversity*
- *We work together, learning from each other by sharing ideas*
- *We take responsibility for our own actions*
- *We push the boundaries of achievement and challenge ourselves to improve*
- *We measure and monitor our performance and have clear measurable targets*
- *We encourage and support all types of enrichment activities*

All Nobelians will acquire the knowledge, skills, love of learning and character necessary to make a successful contribution to the changing world in which we live. Nobelians will be equipped to make informed choices, be responsible citizens, enjoy successful careers and achieve personal fulfilment. Nobelians will be achievers.

To enable our students to achieve our vision, the positive celebration of success and good behaviour is vital.

This policy should be used in conjunction with other school documents such as the Anti-bullying policy, The Role of the Form Tutor and the Staff Handbook.

The governing board believes that in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is necessary. It seeks to create a caring, learning environment in the

school by:

- promoting good behaviour through calm and consistent adult behaviour, relentless routines, giving first attention to best behaviour, scripting difficult interventions and restorative follow-up (known as the Five Nobel Pillars);
- promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect;
- ensuring fairness of treatment for all;
- encouraging consistency of response to both positive and negative behaviour;
- promoting early intervention;
  
- providing a safe environment free from disruption, violence, bullying and any form of harassment;
- encouraging a positive relationship with parents and carers to develop a shared approach, involving them in the implementation of the school's policy and associated procedures.
- promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect.

## **ROLES AND RESPONSIBILITIES**

All adults at Nobel aim to adopt an attitude of unconditional, positive regard for all students and parents or carers and:

- create a positive climate with realistic but high expectations, giving first attention to best behaviour
- emphasise the importance of being valued as an individual within the group;
- promote, through example, honesty and courtesy;
- provide a caring and effective learning environment;
- encourage relationships based on kindness, respect and understanding of the needs of others;
- ensure fair treatment for all regardless of age, gender, race, ability and disability;
- show appreciation of the efforts and contribution of all;
- maintain consistent and calm behaviour themselves;
- agree and follow routines relentlessly;
- plan and script difficult interventions;
- ensure restorative follow-up when required.

### **Subject Teachers:**

All members of the teaching staff have responsibility for discipline both within their classroom and in the corridors, dining area, recreation areas and other areas of the school. It is expected that all lessons are planned to support good behaviour. The school has high expectations of its students and teaching staff have a duty to help students to meet these expectations.

Problems of behaviour both in and out of the classroom should be dealt with as far as possible by the member of staff present at the time. They should be reported to the Form Tutor/HOY/SLT as appropriate and the incident entered on the SIMS system using the consequence tariff. All misdemeanours should be recorded onto Sims, even if a staff member does not know a student.

If a student infringes the published uniform code (as per the student planners) this must be recorded in SIMS as a GUMPE (gum, uniform, make up, phone & equipment).

Good behaviour of students is promoted by using the Nobel Pillars and by:

- Starting and ending lessons on time;
- Giving clear instructions;
- Being well prepared with necessary materials available;
- Giving clear explanations;
- Dealing with misbehaviour quickly and calmly using the consequence tariff;
- Setting clear goals and appropriate work;
- Extending and motivating all students;
- Marking work promptly and constructively;
- Keeping classrooms clean, tidy and attractive;
- Maintaining interesting displays of students' work;
- Changing seating plans as appropriate.

Established routines include:

- Greeting the class at the beginning of the lesson with a hand shake, and expect them to greet you in return;
- Taking the register during the lesson. Report to the Attendance Officer (JNH) any patterns of absence;
- Not allowing students to talk whilst either staff are talking or fellow students are answering a question;
- Students should answer questions after being invited to respond. They should not call out unless staff have indicated an informal class discussion is to take place;
- Having a seating plan that supports the tasks staff are setting and encourages good behaviour;
- Using praise as an effective motivator whenever appropriate.

## Directors of Faculty and Directors of Learning:

Faculties, led by the Director of Faculty, have particular responsibility when students are in the faculty area, moving to or from class, in lessons and /or failing to complete homework satisfactorily.

Behaviour issues in the first instance should always be dealt with by the Faculty. The Director of Learning (DoL) is initially responsible for examining the concerns about students' behaviour with the subject teacher and looking for ways in which the teaching might be adapted to support behaviour improvements, or ways in which the classroom organisation or routines might be changed. If there is no DoL, the DoF will be responsible for managing the poor behaviour within a faculty area.

The DoF (or DoL), together with the subject teacher, might decide to take one of a number of possible courses of action, for example:

- Arranging for the student to be moved on a temporary basis to another group;
- Placing the student on report;
- Contacting parents or carers;
- Setting B2 no PLT detentions or Director of Faculty detentions (B4) after school;
- Peer support amongst colleagues (e.g. peer observations, team teaching etc);
- Re-grouping / changing of seating plans.

## Form Tutors:

Most members of staff are asked to act as Form Tutors or to share the responsibility for a form group with another member of staff. The role of Form Tutor is a most responsible one and vital both to the efficient running of the school and successful pastoral care. For this aspect of work, a teacher is accountable to the HOY and SLT link **Assistant Head (Fundamental)**.

The responsibilities and guidelines for the role are set out in The Role of the Form Tutor in the Staff Handbook.

## Heads of Year:

Heads of Year (HOY) are responsible for:

- Concerns regarding academic progress in more than one subject (with Form Tutor);
- Liaison with the SENCO and/or SEND & PP Administrator (JML);
- Setting up and monitoring Pastoral Support Programmes with Assistant Head (Fundamental);
- Leadership opportunities for students in the year group;
- Behaviour management support for colleagues;
- Relationship/social issues and problems (with Form Teacher);
- Incidents requiring immediate action.

## **Rewards and Recognition**

A positive and encouraging school ethos that gives first attention to best behaviour is central to the promotion of good behaviour. Rewards are one means of achieving this.

Rewards have a motivational role in helping pupils to realise that good behaviour, while being the expected norm, is valued. Integral to the system of rewards is an emphasis on praise, both formal and informal, to individuals and groups. The current forms of reward might include:

- verbal praise, either personal or public, is the most frequent reward given;
- parents and carers are routinely told of their child's positive behaviour through informal conversation, notes in Pupil Planners, parents' evenings and positive letters/postcards home;
- recognition for 100% attendance and for giving to the School community;
- recognition in year/house assemblies;
- invitation to a Nobel Celebrates Success breakfasts;
- positive comments in Pupil Planners, exercise books and on pupils' other work;
- written or verbal communication with home praising high standards of behaviour;
- postcards/letters/e-mails home;
- the use of in class recognition boards;
- corridor/plasma displays to celebrate excellent effort and achievement;
- collective or individual praise in assemblies;
- assemblies are used to award certificates and for both academic and sporting achievement and positive behaviour;

- Student leader status, such as school council, junior or senior SST;
- awarding of house points, in order to build and develop good character;
- consistent use of the “wall of fame” in every lesson.

## Awarding House Points:

Students in all year groups will be rewarded in a similar a way, with the incentive of each house point awarded also being a single entry into an end of term or year achievement raffle with suitable prizes. Recording of house points for all students will be through the SIMS system.

The awarding of house points should be personalised to meet the individual achievements and efforts of students. When awarding house points the reason has to have a “best fit” into one of the CARE character development categories.

House points could be awarded for:

- very good homework;
- a very good attitude to learning in lessons or form time;
- a very good piece of work;
- being helpful in class, form or Nobel community activities;
- supporting others;
- contribution to form activities;
- notable display of Nobel ethos;
- Sustained effort over a period of a half term;
- commitment to extra-curricular activities;
- sustained progress above and beyond normal expectations.



## Headteacher House Points:

The headteacher awards house points on a regular basis for students who have displayed notable Nobel ethos.

## Attendance

Nobel expects a minimum of 95% attendance and therefore only exceptional attendance should be rewarded within the CARE character development system.

If a student achieves 100% attendance for a whole term they will be awarded 3 Responsibility house points on SIMs (9 points in total).

If a student achieves 100% attendance for an academic year up to the beginning of July they will be awarded an additional 10 Aspirational house points on SIMs (19 points in total).

## Achievement and Progress:

Two or three times every school year (depending on year group) performance data is collected on every

student in the school. Those students who display a positive attitude towards their school work in terms of the progress they have made will be rewarded.

Students will be awarded house points on SIMs for each category of progress they have made in each subject.

- For each subject at “expected” progress, the student will receive 1 responsibility house point;
- For each subject “above” target, the student will receive 3 Aspirational house points.

## “Nobel Celebrates Success” Family Breakfast

After each data drop analysis for each year group, the top 15 (approx.) performing students in terms of progress made, and their families, will be invited to a “Nobel Celebrates Success” breakfast presentation by the headteacher. Each invited student will be awarded with a certificate and congratulated by the Headteacher for their achievements, and a family photo opportunity of the occasion will be available. A celebratory buffet breakfast will then be served. Key members of staff for that year group will also be in attendance to share the success of the students.

## End of Term/Year Assemblies and Raffle

Heads of Year, supported by the Assistant Headteacher (Fundamentals), lead end of Term/Year celebratory assemblies that will include the awarding of certificates and “reward tokens” for CARE character development.

Each year group will have rewards at the end of each term as follows:

- Most academic house points – boy & girl - £15 AMAZON voucher (or similar)
- Most community house points – boy & girl - £15 AMAZON voucher (or similar)
- 100% attendance raffle - £20 AMAZON voucher (or similar)
- Total house points raffle - £20 AMAZON voucher (or similar)
- Most significant display of Nobel character development and ethos - £15 AMAZON voucher (or similar)

Every student who has been awarded even a single house point will have an opportunity to win the end of year raffle; the more house points, the greater the chances to win!

The “Most Significant Display of Nobel character development and Ethos” award will be made after consultation of the Year team and Assistant Head (Fundamentals).

## Administration:

House challenges- the member of staff or faculty responsible for any given house challenge is responsible for completing a simple form and passing it back to the identified admin support for entry onto SIMS.

All other house points should be entered on the SIMS by the members of staff awarding them.

House points awarded for attendance will be identified at the end of year after analysis of attendance data. HOY will be responsible for analysis of data and entry onto SIMS.

## House champions:

At the end of the year (the penultimate week of the summer term) the overall champion house will be announced. This will merely be the total of all individual house points (of all categories) of each student in the house. Behaviour points will not have an impact on their house totals. The house captain will be awarded the House Cup by the Headteacher. The cup will be engraved with that year's winning house name (head of winning house is responsible).



# Nobel Rules, Sanctions and Consequences

Classroom management and teaching methods have an important influence on pupils' behaviour. The classroom environment gives clear messages to the pupils about the extent to which they and their efforts are valued. Relationships between teacher and pupil, consistent routines and strategies for encouraging good behaviour, arrangements of furniture, access to resources and classroom displays all have a bearing on the way the pupils behave. Overall the classroom should provide a welcoming environment.

Teaching methods should encourage enthusiasm and active participation for all.

Lessons should aim to develop the skills, knowledge and understanding, which will enable the pupils to work in co-operation with others. Praise should be used to encourage good behaviour as well as good work. Staff should follow consistent routines for "meet and greet" and "end and send".

## **SCHOOL RULES – READY, RESPECTFUL AND SAFE**

The staff, with involvement of the pupils, have established specific positive learning behaviours that clearly define the high standard of behaviour and the positive ethos that we expect in school and this is known as "The Pivotal Curriculum".

The rules of Ready, Respectful and Safe are displayed in text in all areas of the school and referred to by all staff as acceptable and unacceptable behaviours are observed. Assemblies and tutor time are used to frequently revisit and teach the rules.

Our consequence system is designed to support students in their learning and their enjoyment of school. Whilst our ethos is to reward students as often as possible, there inevitably have to be clear expectations regarding behaviour. This system is based on promoting learning; anything that prevents the student or others from learning will be taken very seriously. Our system is based on a fair set of rules that will be applied by all staff consistently. The system gives students the chance to behave. If they choose not to, they will be given a warning. A student is then given the choice to regulate their own behaviour. If they fail to do so they will receive the consequence.

The Education Act 2011 says that teachers can discipline students whose conduct falls below the standard which could reasonably be expected of them. This means that if a student misbehaves, breaks a school rule or fails to follow a reasonable instruction the teacher can impose a punishment on that student; this includes conduct outside of the school gates.

## **Rules of the Sanction/Consequence System:**

- Staff will always try to build relationships with students and try to encourage them to choose the correct behaviour.
- Once a consequence has been given it cannot be taken back except through consultation with the HOY for that year group, or a member of the Senior Leadership Team.

- Sanctions will be entered on the SIMS system.
- Students will always be told when they have received a sanction.

All staff at The Nobel School will deal with a breach of the school rules in the same way. Where it is safe to do so, they will:

1. issue a **re-direction** of the expectations
2. if the behaviour continues, they will **remind** the student of the school rules (RRS)
3. if the behaviour still continues, they give the student a **caution** to change their behaviour
4. if the behaviour continues, they give the student a final opportunity to change their behaviour. This will be in the form of a “time out” of the lesson for a short period of time. Staff will have a conversation with the student and expect compliance upon return to the classroom
5. a sanction will be issued if the behaviour persists upon return to the class or non-compliance whilst on a “time out” discussion. The student will be moved to a “cold spot” in another faculty classroom with another staff member for the remainder of the lesson. A 1hr detention will be logged on SIMs.

### **Serious incidents:**

In order to equitably decide upon the sanction or consequence of a serious incident as much info as possible should be sought. This should take the form of paper evidence gathered from staff & student witnesses to the incident, accounts from any victims or alleged perpetrators of the incident and any supplementary information such as CCTV evidence (see Appendix pages)

This info should be summarised in the “*Serious incident summary sheet*” along with any recommendation by the member of staff responsible for looking into the incident as to what the sanctions should be (see Appendix page 23). Before deciding upon the sanction there should be a discussion with the HOY to eliminate any pastoral issues which could make a sanction inappropriate.

All paperwork should then be discussed with Asst Head (Fundamentals) for agreement. The Asst Head will make a final decision before passing paperwork to the Headteacher for approval (e.g. for a short fixed term exclusion) if appropriate.

### **Detentions:**

Section 5 of Part 2 of the Education Act 2011 removes the requirement on a school to provide a student's parent, guardian or carer with 24 hours' written notice of an out of school detention. Detentions up to an hour in duration are deemed by the school as a short after school detention; the Act therefore does not require parents or carers to be notified. These are accessible /visible on Moodle or the school-comms App. Detentions of a longer duration will be notified to the parents or carers by either a letter or a text/phone call. The Act also clearly states that when considering imposing a detention parental consent or agreement is not required.

Detentions are set only as a last resort and when a student requires a consequence outside the usual confines

of the classroom. The detention should only be set in accordance with the consequences and behaviour tariff set out below. Sufficient warnings of inappropriate behaviour should be given prior to the detention being set and therefore students receive sufficient opportunities to correct the behaviour.

The student should be told of the detention and why they are being given it. The date and time of the detention, and its length, should be recorded in SIMs or via Jane Nash/Suzanne Carter.

Detentions can range from 20 mins to 2 hours. There is a hierarchy of seriousness which is shown below:

- Detentions for lateness, D-Reg, (see appendix) will happen at lunchtime the day after lateness occurred.
- Detentions for GUMPE (Gum, Uniform, Make up, Phone & Equipment) will occur at lunchtime each day.
- No PLT detentions for ½ hour.
- after school detention for 1 hour.
- Senior Leadership team after school detention for 2 hours

If a detention is issued, it is expected that the student will attend and be on time. There are information boards placed around the school with the lists for each day's detention, either at lunchtime or after school. It is expected that all students check the lists at break each day (when the lists go up) to ensure they do not miss a detention. If a student has been placed in a detention on that school day, their name will be highlighted in red on the register to prompt staff to discreetly remind the student.

In some instances, the length of the detention may be reduced by the staff member who set the detention. This would be after the student and staff member have had a restorative conversation about the incident. Nobel uses restorative conversations in an attempt to prompt reflective thinking and teach the students how to improve their behaviour. If the student responds well to such a conversation, the detention time due to be served could be reduced considerably or even removed (the behaviour will remain logged on SIMs if this is the case).

Parents and carers are able to monitor their child's behaviour, and specifically track when detentions are given and the date set, by using the free "School-comms Gateway" app.

Non-attendance at a detention is not acceptable. If a student does not show up to a detention it will not be re-scheduled to another time. There are consequences for not arriving to detentions;

- A no show to a GUMPE will result in an SLT 1 hour detention on a Wednesday or Friday
- A no show to a 1Hr detention will result in an SLT 2 hour detention on a Friday
- A no show to an SLT will result in a day in reflection and being placed on HOY report.

It is expected that students who receive a detention will be working for all of its duration. This work would normally be set by the class teacher but if that detention is not lesson/subject based students are expected to use their time productively and complete home study, coursework or general reading to enhance and reinforce their learning.

If a student is placed into an SLT detention they will be expected to attend the detention from 3:05pm to

5:00pm on a Friday. Students will be required to sit upright in their seat and will be expected to use the time productively; i.e. reading.

### **The re-scheduling of a detention:**

When given a detention students are expected to attend unless exceptional circumstances require a change of date. The school will be as flexible as reasonably possible and change detention dates & times if the students' parents or carers write/e-mail in with appropriate justification requesting the change before lunchtime on the day of the detention. This request must be addressed to Suzanne Carter or Jane Nash in the Admin office.

### **Restorative actions and reparation:**

In some circumstance students may be required to undertake some community service in order to go some way in making amends for a misdemeanour. This could range from lunchtime litter picking, spending time assisting in the library or helping younger students with reading. This type of community service will be decided upon by the HOY and the Assistant head and could be a consequence for behaviour such as vandalism, stealing from the community or persistent disruption of learning. The primary purpose of this consequence is of course to try to make amends for a wrongdoing in the school community but similarly its purpose is to continue to build and develop good character in a student. This change in approach would proactively support the development of character whilst enabling to student to feel part of the school community.

## **Pastoral Support Programmes**

The Pastoral Support Programme (PSP) is used to support students who are at risk of permanent exclusion as a result of their continued poor conduct in school. The aim of any PSP is to offer students and their parents or carers a framework of support and guidance as well as a strong message to indicate the seriousness of their position.

The Assistant Headteacher (fundamentals), together with the HOY, will decide that a PSP should be drawn up, following a review of a student. This could be a result of a fixed term exclusion or series of serious incidents over a given time period.

The Assistant Headteacher (fundamentals), will identify the areas of concern for the student as well as their areas of strength or success. In discussion with the student and their parents or carers, targets will be set and a programme of support to assist the student in meeting these targets will be agreed. These targets should relate to the concerns that have been raised and should be specific, measurable, achievable, realistic and time related. Support might be from home or school or, where necessary, appropriate external agencies.

A PSP will generally run for 16 weeks and will include reviews every 4 weeks, although there will be on-going review throughout the period.

In almost all cases, the student will be placed on a daily monitoring report for reporting to the HOY or Asst Head. The level of the report (red, amber or green) determines the frequency of the student "reporting" to the HOY. The level of the report will be re-considered at each PSP review. Such reports are supportive and

will enable the student to settle into the support programme and give them a start on the way to achieving their targets and success.

The PSP will be signed by student, school and home.

## Exclusions:

The school follows government guidelines on good practice, ensuring that all students have work to complete whilst at home and that parents or carers are aware of their duty to supervise their child and not to allow them into public places during school hours whilst on exclusion. There is an obligation for schools to provide full time education for students from day 6 of any exclusion. Often the student on exclusion will be asked to attend their excluded period at one of the other Stevenage secondary schools; Nobel will provide all the work required.

Following an internal or external fixed term exclusion, a reintegration meeting will take place with the student, parents or carers, and a member of the SLT. Assurances of future good behaviour must be given by the student. Any further support needed for the student will also be explored.

A student will only be re-admitted back into the school community when all potential risk/safety issues have been resolved to the satisfaction of the SLT member. Community service may be added as part of the reintegration where deemed appropriate.

## BEHAVIOUR FOR LEARNING – CONSEQUENCE TARIFF SYSTEM

Tariff	Examples of Behaviour (not a fully exhaustive list)	Possible Sanction/ consequence	Staff Guidance.
GUMPE (1 point)	GUM, UNIFORM, MAKE UP, PHONE, EQUIPMENT. Late in to school D-reg.	GUMPE = 20 mins lunch det.	MUST be entered on SIMS. Confiscation & items placed securely/centrally.
No Home work	Failure to hand in subject homework/PLT not completed.	½hr no h/w detention after school in faculty area H/w completed & handed in,	No H/W must be entered on SIMS
Reminder, Caution, Last chance (1 point)	Low level disrupting the learning of others e.g. <ul style="list-style-type: none"> <li>arguing; constant talking/shouting;</li> <li>Out of seat;</li> <li>Running in corridors;</li> <li>Littering;</li> <li>Refusal to follow basic staff instructions, in class, break or lunchtime;</li> <li>Insufficient/no work completed;</li> <li>Offensive language (including swearing in conversation);</li> </ul>	Subject teacher – re-direct, reminder, caution & last chance/final opportunity to change behaviour	Each lesson is a FRESH START!  Staff to use professional judgement & strategies (drive by- shake of head, tap on shoulder, raised palm of hand-fogging, 30 second intervention etc)  Sanction entered on SIMS
Time out (2 points)	Repetition/continuation of any of the above;	Step outside class for a chat. In class sanction e.g. Change seating plan/move student, call home re no work. Restorative conversation.	Sanction MUST be entered on SIMS with details of actions.  De-escalation phase, give choices.

External referral/ cold spot (3 points)	Continued disruption following Time out sanction;	- 1hr Detention Moved/sent to other Faculty room (cold spot). Restorative conversation with staff/student - apology to staff & class (if appropriate).	Sanction MUST be entered on SIMS.
Serious Incident; Serious breach of school rules  (5 points)	Further disruption etc: <ul style="list-style-type: none"> <li>Misbehaviour in a detention;</li> <li>Swearing at another student;</li> <li>Being in the vicinity of smokers;</li> <li>Possession of laser pen;</li> <li>Fighting/Bullying incident;</li> <li>Truancy from class/unauthorised off Site</li> <li>Dangerous/inappropriate behaviour that could harm;</li> <li>Actions which provoke/goad/initiate an assault;</li> <li>Refusal to tell the truth / deliberate lying to staff.</li> </ul>	Removal to other Faculty room (cold spot). Restorative conversation with staff/student - apology to staff & class (if appropriate). SLT Detention FRIDAY – HOY/SLT Report poss. PLUS: Some behaviour will lead to withdrawal from lessons (Reflection) prior to consequence whilst info is gathered – HOY/AHT to decide.	ONWARDS = SERIOUS INCIDENT. Full info re incident MUST be gathered using appropriate forms.  Sanction MUST be entered on SIMS & - mail sent to JNH.  (removed from lessons/ break/ lunchtime)
Serious Incident; Serious breach of school rules  (8 points)	<ul style="list-style-type: none"> <li>Swearing at or about a member of staff - Intimidating a member of staff;</li> <li>Deliberate defiance (refusal to follow a direct instruction compromising safety or learning) / walking away from a member of staff/ extreme rudeness;</li> <li>Smoking/use of e-cigarette/possession of alcohol/illegal drugs;</li> <li>Assault;persistent bullying; racist or homophobic abuse;theft/ graffiti / vandalism;</li> <li>Inappropriate use of mobile phone/ computer/use of laser pen;</li> <li>Persistent disruptive behaviour/poor behaviour during a SLT detention or Reflection; bringing the school into disrepute;</li> <li>Throwing items over balconies/down stairwell;</li> </ul>	Removal by SLT – “Reflection” Restorative conversation with staff - apology to staff & class (if appropriate)  “Reflection” THEN Fixed term internal or external exclusion; possible HOY/SLT Report.  Planned “Reflection” will be a school day.  Possible PSP	Sanction MUST be entered on SIMS & an e-mails sent to JNH. SSO or HOY to phone home
(10 points)	<ul style="list-style-type: none"> <li>Persistent serious poor behaviour</li> <li>Possession of offensive/dangerous weapon;</li> <li>Supplying, using illegal drugs onsite;</li> <li>deliberately setting a fire;</li> <li>Threats/pre-meditated assault/violence towards a member of the school community whilst offsite;</li> <li>Threats/pre-meditated assault/violence towards a member of staff; sexual misconduct.</li> </ul>	Fixed term internal exclusion OR Fixed term exclusion OR Permanent Exclusion  Possible: PSP or Managed move or appropriate level of Report	

Please note that this Tariff Grid is only designed to be a guide and each case will be judged on its own merit from serious incident onwards by SLT/HOY in consultation with Assistant Headteacher (Fundamentals) and Headteacher.

**N.B. Mobile Phones:** Mobile phones and headphones are permitted in school but are NOT to be used or seen at all within the school gates. If they are used, seen by a staff member, or ring at any time they will be

confiscated, placed in a safe place (into an envelope and safe box in Admin office) and released to students at the end of the school day from the reception (parents or carers will receive a text from the school to this effect). If the phone is confiscated for a second time in the term, it will be returned when a parent/carer comes in to school to collect it (parents or carers will receive a text from the school to this effect).

A confiscated phone will be entered on the GUMPE system as above.

## **Extreme Clause**

The Headteacher will invoke an extreme clause where staff or students safety is put at risk or the student's anti-social behaviour is so extreme that the school has no other alternative. In these circumstances, the Headteacher will decide on the appropriate punishment, whereby the above tariff may not be used. Physical assault or threat of physical assault on a member of staff will not be tolerated and will lead to a lengthy or permanent exclusion from school.

## **The Use of Internal Isolation: "Reflection"**

For guidance on the use of the Reflection Room please see the Reflection Room protocols (page 26 onwards).

## **Behaviour Points & the Consequence Tariff**

All the examples of poor behaviour which require a consequence from the Tariff above attract Behaviour points on SIMS.

These points escalate as the poor behaviours move up the Tariff. E.g. A GUMPE attracts 1 point, SLT Detention 5 points and a fixed term exclusion 10 points.

## **Behaviour Data Analysis – possible consequences of continued poor behaviour**

Every half term the behaviour data is collected for a year group and analysed. Students are placed in a "rank" order, highlighting those students who have amassed the most points; and how the points are made up. Interventions will then occur with a view to targeting those with the poorest behaviour. Interventions as a result of this data collection and analysis could include:

- being placed on report;
- student & parent being asked into school for a planning meeting to improve behaviour;
- a phone discussion about improving behaviour;
- student & parent being asked into school for a discussion with a member of SLT, and representatives of the governing body, to re-iterate school expectations and plan for improvement;
- students being placed in Homework club;
- students being removed from other students during break and lunchtime (at HOY/SLT discretion).

If there is not a tracked improvement in student behaviour over the following half terms, students may be placed on a PSP or managed moved from Nobel.

## **Serious Incidents – Contact/Communication with home protocols:**

There are strict Nobel protocols with regard to communicating with home after a serious incident has occurred.

Nobel staff **MUST** make a “holding” call home if a student has been involved in a serious incident to let parents or carers know that an incident has occurred and that the school is gathering information on the incident with a view to making a decision about any possible consequences/sanctions. This should happen for any alleged victim or perpetrator of the serious incident.

This communication should take place as soon as is reasonably possible, and we should be aiming for a two hour time frame from when the incident became known to staff. This holding call home can be delegated to Student Support workers who will keep a record of the call. For further guidance see Appendices.

## **APPENDICES:**

Appendix 1: Procedures for Break and Lunchtime

Appendix 2: The D-Reg & GUMPE System

Appendix 3-5: pages 20-24

- Student Incident - STAFF Account form
- Student Incident - STUDENT Account Form
- Serious Incident Standard Summary Form (SLT, HOY)

Appendix 6: page 25 - Protocol for Communication home for Serious Incidents

Appendix 7: page 26+ - Reflection Room Protocols

# Appendix 1:

## Behaviour Procedures for Break and Lunch times

### Break

Mid-morning break is at 10:35 – 10:55am.

Students are allowed to buy food from both the dining hall and the coffee bar outlet.

Food can only be consumed in the designated areas, which are the dining hall and surrounding area, and in the Atrium ground floor table area and stepped seating leading to the first floor. Food purchased from the canteen must be eaten in the dining area; students should not be walking around the school with food. All rubbish must be disposed of appropriately in the bins provided.

Break is supervised by staff. Staff all undertake at least one duty per week supervising a designated part of the school during break. A member of SLT is duty team leader and oversees behaviour with help from those colleagues.

If poor behaviour is observed during break the duty staff are expected to challenge the student and apply the behaviour tariff. It is their responsibility to administer all aspects of any consequence that is required (i.e. enter on SIMS except in the matter of a serious incident).

### Lunchtime

Lunchtime is at 12:55 – 1:45pm.

Students are allowed to buy food from both the dining hall and the coffee bar outlet.

Food can only be consumed in the designated areas, which are the dining hall and surrounding area and in the Atrium ground floor table area and stepped seating leading to the first floor. Food purchased from the canteen must be eaten in the dining area; students should not be walking around the school with food. Packed lunches are to be eaten in the hall, ground floor Atrium or the stepped seating area. All rubbish must be disposed of appropriately in the bins provided.

Lunch is supervised by staff and sixth form prefects. Prefects assist and manage the queues for all the serving of food and assist in supervising students whilst they eat. Prefects have a designated role and area to work in. Staff volunteer for a lunch duty for which they receive payment. They supervise a designated part of the school during lunch and are again expected to challenge students if they observe poor behaviour and apply the behaviour tariff. It is their responsibility to administer all aspects of any consequence that is required (i.e. enter on SIMS and run detentions) except in the matter of a serious incident.

## APPENDIX 2:

### The D-Reg and GUMPE System

#### **D-REG** (detentions for lateness to school)

School starts at 8:30am and it is our expectation that every student will be in the form room at this time; the school gates close at 8:25am. If a student arrives after this time they will be given a “late” mark by the form tutor into SIMS or by reception alerting the Attendance Officer about the late arrival to school of a student; having signed in when the gates are closed.

If a student receives a late mark they will automatically receive a 20 minute detention the next day at lunchtime. They will be due in the Science “Superlab” at 12:55pm where they will be supervised by a member of the teaching staff and allowed to leave at 1:15pm. They can then purchase a lunch from the canteen or eat any packed lunch they have with them.

Students will be expected to be working, or reading, for the duration of the detention.

If a student fails to attend the lunchtime detention they will be placed in a 1 hour after school detention. In this case the parents or carers will get notice of the detention, via a text from the school's text system.

If a student is persistently late, or fails to turn up to D-reg detentions, they may be required to attend the Wednesday/Friday night SLT detention. Failure to attend these detentions may result in an internal or external fixed term exclusion. The D-Reg system is administered by the Attendance/behaviour Officer.

#### **GUMPE** (Gum, Uniform, Make up, Phone & Equipment)

A GUMPE can be issued by any member of staff when a student breaches school rules as follows:

- Observed or caught chewing **Gum**;
- Any non-compliance with the **Uniform** requirements (as per student planner);
- The wearing of excessive **Make-up** (very discreet make up is permitted such as light foundation and light mascara);
- Use of Mobile **Phones** (or MP3 players) is not permitted within the school gates (or a phone rings);
- Lack of appropriate **Equipment** for lessons.

If 1x GUMPE is issued, a student will receive a GUMPE detention. Detentions for GUMPE will occur at lunchtime following the GUMPE being entered on SIMS. A GUMPE detention last for 20 mins and is in Science “Superlab” starting at 12:55pm. Failure to attend a GUMPE detention results in a “no show” being registered against the student and they will then be required to attend a 1 hour detention after school on a Wednesday or Friday with SLT.

The GUMPE system is administered by Jane Nash/Suzanne Carter and the SSO for that particular year group.

Failure to attend these detentions could result in a fixed term period in “Reflection” OR a Fixed term exclusion.







Lined writing area with 20 horizontal dashed lines.

**Name of Staff taking student account/assisting student writing this account:**

**Date:**



# Serious Incident : Standard Summary Form

Student Name:

Form:

Subject/place:

Date:

Time:

**Incident Finding/ summary/details:-** please use a bullet pointed timeline of events

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**Statements attached (please tick):**    Y            N

Student(s) involved	<input type="checkbox"/>	<input type="checkbox"/>
Witnesses	<input type="checkbox"/>	<input type="checkbox"/>
Staff present	<input type="checkbox"/>	<input type="checkbox"/>

**Has this incident been discussed with the HOY?**

	<input type="checkbox"/>	<input type="checkbox"/>
Are there any major pastoral reasons/ explanations for this poor behaviour?	<input type="checkbox"/>	<input type="checkbox"/>

**If YES**, please leave these details with HOY.  
**If NO**, please see SLT LINK.

The gathered info & related facts **need to be discussed with the AH (Fund) or the DH:-** (please explain what consequence you believe should be taken against the student(s) AND justify why. Please apply the B4L policy). **Consequences decided by SLT:**

- 1. **SLT Signature:**
- 2.
- 3.

After discussions with SLT, please enter onto SIMS, message Jane Nash & pass this paperwork to student support for file.

**Name & Signature of staff completing this form:**

Has written work been provided to cover the lesson missed? This must not require computer access to the internet.

YES / NO / N/A

# Protocol for Contact/Communication with home for Serious Incidents

NB: For any incident where a student has sustained a bump to their head, the DoCC must include advice to parents about seeking a medical check.

**Serious Incident**

E.g. Student been hit/has hit, Drugs/search, ICT misuse, Swearing at staff, Truancy, Accident or Defiance.



Victim and/or perpetrator where appropriate

Who?

(within 3 hours)  
Faculty/Pastoral Staff or SSO rings home to complete Duty of Care Call (DoCC)  
Say, "Investigation, student safe/not safe and 24 hour period before further communication"

If reflection, must be SMY or other SLT.



24 hours later:  
All accounts of incident;  
Decision by AH, DH, HT;  
Calls to all re outcomes;  
Sims – SSO?

Where parents/carers are not able to be spoken to, a voice mail should be left briefly to ensure attempt clear.



# Nobel

## The Reflection Room: - “The Pass”

Procedures & Protocols

July 2018



## Internal Reflection Room:

### Procedures & Protocols

The Behaviour for Learning Policy at the Nobel School establishes the ways in which all members of the school community contribute to the learning environment. Students are expected to attend school, be well motivated to learn and to behave at all times. Sometimes students exceed our expectations and deserve to be rewarded, or fail to meet them, and thus require a sanction.

Our consequence system is designed to support students in their learning and enjoyment of being at school. Whilst our ethos is to reward and praise students as often as possible, there inevitably have to be clear expectations regarding behaviour. This system is based on promoting learning; anything that prevents the student or others from learning will be taken very seriously. Our system is based on a fair set of rules that will be applied by all staff consistently. The system gives students the chance to behave. If students choose not to, they will be given a warning. A student is then given the choice to regulate their own behaviour. If they fail to do so, they will receive the consequence.

### **The Reflection Room - Internal Isolation – known as “The Pass”**

The Reflection room exists for serious misdemeanors and extremes of inappropriate behaviour which may not always be severe enough to warrant a Fixed Term Exclusion, or as an alternative to Fixed Term Exclusion. Such misdemeanors might include persistent failure to attend after school detentions despite repeated reminders, rudeness and defiance to a member of staff, refusal to work in lessons or refusal to adhere to school rules.

Use of the Reflection room is an extremely serious sanction and the regime operated in the room will reflect this. It is an internal exclusion and the students will be ‘isolated’ in the true sense of the word.

At no time will isolated students be allowed to socialise with other students during the day, including break and lunchtime.



## Aims of the room:

- To provide an area of Reflection as a consequence for extremes of inappropriate behaviour.
- To ensure that isolated students continue to receive equality of education and an opportunity for continued learning.
- To reduce the number of external exclusions.
- To allow time for students to reflect upon the consequences of their behaviour.
- To improve overall student behaviour by re-emphasising the principle that all actions bring consequences and to act as a deterrent.

## Rules for Reflection:

- Students will follow all staff requests without question.
- Students will not communicate with other students at all, and will spend their break and lunchtime in the Reflection room;
  - All students will observe the 'Silence' rule
  - Students will be made aware of the use of CCTV
- Students will present themselves correctly for work in full school uniform with equipment and their planner.
- Students will be allowed to leave the room *one at a time* to go to the toilet, after permission has been given by the supervising staff member, one of the student support team, or the HOY.
- All work set must be completed to a student's highest standard.
- A day's reflection will only be regarded as completed when all conditions above are met.

A student must complete their Reflection satisfactorily before they can return to classes. A record of the period they spent in Reflection will be kept in the child's personal file.

Students who spend 3 or more sessions in Reflection during a single term may, in consultation with their parents or carers, be placed on a Pastoral Support program.

Normal Reflection runs from 8:30am – 4:00pm Poor behaviour whilst in reflection will lead to the reflection period to be extended.



## **Supervision & school work, whilst isolated:**

The Reflection room will be a structured environment where students are expected to comply fully with the rules. All activities will be at the direction of the Pass Director. Work appropriate to the ability of the student will be set and usually completed on a computer. Students will be expected to complete the work to the very best of their ability.

Praise will be given for good work and co-operative behaviour at the end of the day (- house points will not be given).

## **Misbehaviour in the Reflection Room:**

Students who fail to follow the rules in the Reflection Room are likely face another full day of Reflection or be externally excluded from school.

## **Procedures & Referrals:**

Before any student can be referred to The Pass a member of staff must have followed all procedures within the Nobel behavior for Learning Policy.

Formal referral to The Pass is by members of the Senior Leadership Team and HOY only (with AH Fundamentals agreement); Directors of Faculty, teachers and form tutors will be consulted and, where possible, involved in the process.

The majority of referrals should be for one day only, however members of the Senior Leadership Team may, in consultation with other staff, increase or reduce this time. Some students with diagnosed behavioral issues may be unable to cope with a full day in The Pass and time may be spread over two days, or a reduced and different, more appropriate, action taken.

If a student fails to appear as required, the Student Support team will collect the student from their form group or lesson and escort them to The Pass. All students who are in The Pass should be in the room by 9am.

At the start of the sanction, students will be required to hand in their mobile phone where it will be kept safe by the Pass Director. At the end of each day the Pass director will complete the Record of Student Reflection form. This will be collected, comments recorded on to SIMS and placed into the student file along with other associated paperwork.

Inappropriate behaviour or failure to carry out work whilst in The Pass will lead to either additional time in, or an external exclusion.

On return to mainstream lessons, the student could be placed on report to further monitor behaviour (SLT or HOY report, dependent upon original poor behaviour). Students should also be referred to other relevant professionals if this is deemed necessary.

# Reflection

<b>Name:</b>	<b>Form:</b>	<b>Booth:</b>	<b>Reflection Date:</b>
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<b>Today's Timetable</b> - please fill in the lessons and staff you are missing for today				
<b>P1</b>	<b>P2</b>	<b>P3</b>	<b>P4</b>	<b>P5</b>
<b>Reason for Reflection</b>				

<b>Staff</b>	<b>Period</b>	<b>Comments</b>	<b>Signed</b>
	1		
	2		
	Break		
	3		
	4		
	Lunch		
	5		

<b>Reflection Failed:</b> 1x extra day		<b>Agreed by:</b>	<b>Reflection Passed:</b>		<b>Agreed by:</b>
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**What breach of the school rules (RRS) has caused you be to be in reflection?**

**I could have avoided this if I had...**

**What can I do to make it right?**

**What can I do differently in future to prevent this happening again?**

**ABC Mentoring**

This was the problem...

I thought to myself...

I felt ...

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Office use only:

Reflection entered on Sims by:	
Reflection entered on Sims date:	