



The Kingswinford School

Behaviour Policy

Adopted by The Governing Board on : 29th January 2018

Signed *T. Paine*



At The Kingswinford School we believe that excellent behaviour is necessary for effective learning and teaching. We seek ways to promote excellent behaviour with staff and with older students acting as role models for other students in school. Through the Student Welfare system we support students, working closely with parents/carers, members of the community and students themselves. We maintain high standards, supported by our whole school Prepared for Excellence system.

Aims

We aim to:

- Provide a high quality learning environment that is caring, innovative, challenging and supportive for the successful education of the whole child / student.
- Educate students to be self-disciplined and behave well so that they are able to function as law-abiding citizens within society at large.

In addition we want:

- Students to show respect for themselves, the school community and the school environment
- Students to feel valued and have high self esteem
- Students to respond to instructions and take responsibility for their own actions
- Students to be encouraged to behave appropriately by effective rewards and sanctions systems

We encourage a calm and business-like atmosphere that ensures school life is, for all students:

- Enjoyable and engaging
- safe and secure
- free of any types of disruptions in lessons
- free from bullying
- free from discrimination

Principles

This policy works in conjunction with the policies for Racial and Equal Opportunities, Anti-bullying, PSHE, Restraint and Physical intervention, Attendance and Punctuality, Search and Confiscation, E Safety, SMSC and SEN

Rewards

Rewards are often effective in promoting positive attitudes, high standards of behaviour and good achievement. We seek to foster a culture that rewards positive behaviour at every opportunity. We recognise that it is important to acknowledge praiseworthy achievements. Rewards are more likely to be effective where they are:

- meaningful to students and parents / carers
- given as timely as possible
- perceived to be awarded fairly and consistently
- given for clear reasons / criteria

Details of the available rewards can be found in the appendices.



Prepared for Excellence

Prepared for Excellence is a whole school behaviour and learning policy which covers all aspects of school life. All sanctions are given through a central school system and are carefully monitored by the Behaviour Management Team (BMT), Heads of House and SLT.

The aims of Prepared for Excellence are:

1. To **eliminate disruptive behaviour**, so that there is a culture of achievement, ambition and learning everywhere in the school, and no learning time is wasted
2. To provide **clarity for staff and students** about acceptable behaviour and the consequences of misbehaviour
3. To encourage students to **take responsibility** for their own actions
4. To enable teachers to **deliver engaging and creative lessons, experiment and take risks**, without concern for behavioural consequences

Members of staff may still set personal detentions for non-behavioural issues but whole school sanctions always take priority. Examples of detentions that teachers may set include:

- failure to complete homework
- failure to complete homework to the required standard
- lateness to lesson

Rules

Rules are broken down into 3 areas:

- Rules in the classroom
- Rules around school
- Rules relating to serious incidents

These rules are outlined below – further detail can be found in Appendix xxx.

Rules in the classroom

In lessons students are always expected to:

- Arrive on time (within 3 minutes of the lesson bell, or on the second bell after lunch)
- Follow instructions straight away
- Work to the best of their ability
- Listen respectfully when others are talking
- Keep off-task conversations for social times
- Treat and speak to others with respect, politeness and kindness
- Work in silence when asked
- Allow and support others to learn



- Have basic equipment out and ready to use
- Wear uniform correctly

If a student breaks one of these rules, an adult will tell them that they have a “warning” and write their name on the board. If a rule is broken for a second time, the student will be referred to the Behaviour Management Team (BMT) and sent to the Refocus Room for 24 hours, including a 50 minute detention from 3.10pm until 4.00pm that day. Parents/carers will be contacted via text/phonecall. If a referral to BMT is made after 2pm and parents/carers cannot be contacted by phone the afterschool detention will take place on the following school day.

NB - rules in PE lessons: As well as following the rules above, students should always bring PE kit

If this rule is broken, a warning will be issued and the student will be given a PE kit to wear for the lesson.

Refusal to wear this kit will result in a referral to BMT and the Refocus Room for 24 hours, including a 50 minute detention from 3.10pm until 4.00pm that day.

Rules around school and in the community

At The Kingswinford School we expect each other to behave with respect at all times. Inside school this means walking around the school calmly and quietly, respecting each other and school property. Outside school this means behaving in a way that is respectful to the local community and does not bring the school into disrepute.

Immediate Sanctions

There are no warnings for the following misbehaviours. Students will receive a same day 20 minute lunchtime detention (or next day if after 12.00pm) for any of the following:

- Antisocial behaviour
- Running or shouting indoors
- Pushing/shoving
- Inappropriate language or attitude
- Dropping litter/throwing food
- Eating and drinking in banned areas
- Being out of bounds
- Hitting or kicking any school property
- Incorrect uniform with no pass from HoH

If a student breaks one of these rules, an adult will tell them that they have a detention. The student is responsible for attending SC2 at the **start** of lunch. If the student does not attend this detention, or does not attend on time, they will be given a 40 minute, next-day after-school detention and parents/carers will be contacted.

If a student fails to serve this detention, they will be sent to BMT for referral to the Refocus Room for 24 hours, including a 50 minute detention from 3.10pm until 4.00pm that day, and parents/carers will be contacted.

Detention lists will be posted outside the BMT Office each day at 12.30pm.

House Teams, BMT and SLT may upscale 20 minute detentions to 40 minute detentions, Refocus or exclusions depending on the seriousness of the incident (see pages 5/6 for examples).



Mobile phones

Students must not use mobile phones on school site. Any phone that is seen or heard in school must be handed over to a member of staff. This will be confiscated until the end of the school day and can be collected from BMT at the end of the day. If confiscated more than twice during a week or more than 5 times during a half-term, an adult will be required to collect it. If a student refuses to hand it over, they will be referred to BMT and will receive a 40 minute afterschool detention. Refusal to hand a phone over to BMT will result in a Fixed Term Exclusion, followed by 24 hours in the Refocus Room including a 50 minute detention from 3.10pm to 4.00pm. After this referral the student will be required to hand their phone to BMT at the start of each day for the rest of the term.

Uniform

All students must be in the correct uniform, unless carrying an exemption issued by a Head of House. Exemptions are only issued for medical reasons, if the article has been lost or damaged/broken in the previous 24 hours or in exceptional circumstances. If a student arrives in school without the correct uniform, their HoH will place them in the Refocus Room until a parent or carer brings in the missing/correct article.

Rules relating to serious incidents

Serious incidents are those which warrant

- a parental meeting
- referral to the Refocus Room
- warning of fixed-term exclusion
- fixed term exclusion
- a Headteacher's warning
- permanent exclusion
- For damage to property students may also be required to pay costs of repair/replacement

Students **MUST NOT** bring knives or any such item where it may be intended to be used as a weapon or cause injury, drugs (including legal highs) and alcohol onto the premises. A zero-tolerance approach is taken by the school towards students who break this rule.

Students must not bring the following items to school for obvious reasons: cigarettes, E Lites, Shisha Pens, matches, lighters, fireworks, chewing gum, whiteout e.g. "tippex" etc, spirit-based marker pens, aerosol cans, stolen goods, pornographic images and hand-held computer games. Such items can be searched for, confiscated where necessary and police informed if needed.

1. Defiance (refusal to carry out a reasonable request made by, or walking away from, a member of staff.)	Students should be asked explicitly, "I have asked you to ... This is a reasonable request. Are you refusing to do as I have asked?" There must be no negotiation. If a student does not immediately comply with the request, he or she should be sent straight to BMT for referral to the Refocus Room. Teachers must complete a Behaviour Hub referral to the Behaviour Management Team.
2. Verbal or Physical abuse of staff.	This may include: <ul style="list-style-type: none"> • Pushing past staff • Swearing at staff • Rudeness and name calling
3. Exam misconduct	Students will be sent to the Refocus Room for 24 hours, including a 50 minute detention from 3.10pm until 4.00pm that day



4. Truancy or wandering for 10 minutes or more during a lesson.	Students may only be out of lessons with the written permission of a member of staff in their planner. If a student breaks this rule and is out for more than 10 minutes of a lesson, this will immediately result in a referral to the the Refocus Room for 24 hours, including a 50 minute detention from 3.10pm until 4.00pm that day.
5. Violent or dangerous behaviour	This may include: <ul style="list-style-type: none"> • Fighting • Threatening behaviour
6. Possession or use of alcohol or drugs	This is against the law, and may result in permanent exclusion. Students may not refuse to be searched if an adult has reason to believe that they may be in possession of banned substances.
7. Possession or bringing a weapon or dangerous item on to the school site	This is against the law, is extremely dangerous, and may result in a permanent exclusion.
8. Malicious setting off of the fire alarm	This is against the law, causes significant disruption to the whole school, and will result in a fixed term exclusion.
9. Deliberate damage to or theft of property	This may include: <ul style="list-style-type: none"> • Deliberate vandalism of school equipment, display boards, doors and windows. • Deliberate vandalism to the school toilets
10. Smoking	Smoking is not permitted anywhere on the school site. If a student is seen smoking or has the clear intent to smoke on the school site, this will result in a fixed term exclusion.
11. Bullying or prejudicial language directed at another person	This may include: <ul style="list-style-type: none"> • Physical or verbal abuse of others • Offensive text messages or misuse of social networking or other internet sites.

Learning and Teaching

Students are given opportunities to develop social, emotional and behavioural skills through, for example:

- PSHE and Form Tutor Time
- SMSC across curriculum
- Positive staff role models
- The Student Welfare Programme
- Learning Mentors
- Peer Mediation and Mentoring when appropriate
- Mentoring Programmes

Support Systems for Students

The Kingswinford School has a wide Pastoral Team working across the school to support students. This team includes Form Tutors, Heads of House, Behaviour Management Team, SENCo and DHT Student Welfare.



Form tutors are key to pastoral support at The Kingswinford School and are all students' first "port of call" for any concerns. Students have a registration period with their form tutor at the start of each day.

Heads of House have a pastoral overview of all students in their houses and closely monitor the behaviour, achievement and well-being of students in their care. In addressing any student concerns they will, as appropriate, liaise closely with or make referrals to:

- Deputy Headteacher (with responsibility for Student Welfare)
- SENCo
- BMT Co-ordinator
- Safeguarding team
- Attendance Officer
- Anti-bullying Officer
- School Nurse
- Outside agencies

Referrals to outside agencies are made by in consultation with the Senior Leadership Team, the SENCO and parents / carers as appropriate. Outside agencies include the Education Investigation Services, Home and Hospital service, Educational Psychologist, Speech and Language Team, Learning Support Services, Travellers service, Social Services and some counselling services, including The What Centre, Dudley Counselling Services and School Health Department, Social Services.

The services of a visiting Health Professional, the School Health Advisor, provides a weekly 'drop-in' clinic for students with health concerns where they can gain advice.

The School Health Advisor is also available to see students with a range of health or emotional problems in more lengthy appointments. Students will have been either referred by Heads of Houses/SENCo following consultation with parents / carers or will have been identified during a previous 'drop-in' session.

The Anti-Bullying Officer has an overview of bullying issues, patterns, actions and outcomes across the school. Incidents are referred by students, staff, Heads of Houses and dealt with in line with the School Anti-Bullying Policy.

The Behaviour Management Team provide support for those students who - within the Prepared for Excellence system - require either intervention or a differentiated response in order to support their additional needs. This may include, amongst others, individual mentoring sessions, small group intervention sessions, extended behaviour modification programmes and pastoral plans as deemed necessary.

Support Systems for Parents / Carers

We believe that the partnership between school, student and home brings success and increased support for students. Parental / Carer support is an essential element in this partnership and the school seeks to work closely with parents in promoting their child to take responsibility for positive discipline.

Communication with parents / carers is important and includes, where appropriate:



- Notification of Detentions given are sent to parents/carers via text, email, phone call or letter
- Parents / carers may be requested to attend a meeting at any time by prior arrangement
- Parents / carers are invited in to referral meetings and all subsequent reviews.
- Parents / carers may contact the school at any time but may need to wait to see an appropriate member of staff.
- Parents / carers are actively involved in learning intervention meetings with staff.

Consultation Evenings enable parents / carers to talk to subject teachers about their child's academic progress.

House System

The House System creates an ethos of belonging and togetherness so every student's effort and participation in all aspects of school life can help their house to be successful which promotes a fun, competitive atmosphere.

The House System provides structure and discipline and helps foster a positive attitude to teaching and learning.

The four Houses are:



Argon

Industria omnia vincit

Hard work overcomes everything



Krypton

sic itur ad astra

This is how we reach the stars



Helium

ut superemus

To rise above



Each House has its own motto and student profile to encompass each house identity.

Monitoring and Review

This policy is reviewed annually and any changes to the policy are ratified by the Local Authority Board. Parents / carers may be consulted via the school newsletter.

Data is analysed and reported termly to the Local Authority Board e.g. Fixed Term and Permanent Exclusions.

Detention data and behaviour logs are analysed by Heads of Houses and are used to determine the success of the behaviour strategies used by the school and to inform of any future changes required to assist in improving behaviour.



A central log of racial incidents is kept by the Deputy Headteacher (Student Welfare) and reported termly to the Local Authority Board.

Racist incidents are sometimes reported to the Local Authority using the appropriate documentation.

SCHOOL ATTENDANCE (PARENTAL RESPONSIBILITY MEASURES 2015)

Parenting Contracts, Parenting Orders & Penalty Notices, (FPN's), are interventions available to promote better school attendance & behaviour.

All Parents are responsible for ensuring that their children of compulsory school age receive a suitable full-time education. This can be by regular attendance at school, at alternative provision or otherwise, (e.g. a Parent can choose to educate their child at home).

The definitions of a Parent are:

- All natural Parents, whether they are married or not
- Any person who has Parental Responsibility for a child; and
- Any person who has care of a child, i.e. lives with and looks after a child
-

PARENTING CONTRACTS

A Parenting Contract is a formal, written, signed agreement between Parents and either the Local Authority, (LA), or the Governing Body of a School and should contain:

- A statement by the Parents that they agree to comply for a specified period with whatever requirements are set out in the Contract; and
- A statement by the Local Authority or Governing Body agreeing to provide support to the Parents for the purpose of complying with the Contract

Parenting Contracts can be used in cases of misbehaviour or irregular attendance at a school or alternative provision. Parenting Contracts are voluntary but any non-compliance should be recorded by the School or LA as it may be used as evidence in Court where an application is made for a Behaviour Parenting Order.

PARENTING ORDERS

Parenting Orders are imposed by the Court and the Parents agreement is not required before an Order is made.

Parenting Orders are available as an "Ancillary Order" following a successful prosecution by a LA for irregular attendance.

Parenting Orders consist of two elements:

- A requirement for Parents to attend counselling or guidance sessions where they will receive help and support to enable them to improve their child's behaviour. This is the core of the Parenting Order and lasts for up to three months; and,



- A requirement for Parents to comply with such requirements as is specified in the Order. This element can last up to twelve months

All Parenting Orders must be supervised by a responsible Officer from the School, (Behaviour Orders only), or the LA. They are individually named in the Parenting Order.

Any breach by Parents without a reasonable excuse could lead to a fine of up to £1,000. The Police may enforce any breach of an Order by a Parent.

Parents have a right to appeal a Parenting Order to the Crown Court.

For further information, please see the Academy's Attendance Policy.

Penalty Notices

- 1) Parents/Carers can be issued with Penalty Notices if a pupil who has been excluded contravenes the details set out in the Exclusion Letter as to their whereabouts during school hours throughout the duration of that Exclusion.
- 2) Parents/Carers can be issued with Penalty Notices should their child take any Leave of Absence if they have not requested this, in writing, to the Head teacher (and/or completed a Leave of Absence Application) detailing the 'exceptional circumstances' they would want the Head teacher to take into consideration in deciding if any Leave of Absence can be agreed and Authorised.

Parent/Carers can be issued with Penalty Notices should any Leave of Absence be taken without any Application/Request being made.

Parents/Carers should ensure that any Request/Application is made in advance (how many days?) of any Leave of Absence to be taken.

Parents/Carers should consider ensuring that they know if any Leave of Absence requested can be Authorised by the Head teacher before planning, booking or paying for any part of a Leave of Absence.

Legislation dictates that a Leave of Absence Requests/Application can only be considered if it is from a Parent/Carer with whom the pupil normally lives.

Leave of Absence Requests/Applications from a Parent/Carer that a pupil does not normally live with or from any other family member cannot be considered under any circumstances.



Appendix 1 – School Rules: A Summary

- Bad Language and lack of respect are unacceptable and will not be tolerated.
- Students must not bring the following items to school for obvious reasons:
- Cigarettes, E Lites, Shisha Pens, matches, lighters, fireworks, chewing gum, whiteout e.g. “tippex” etc, spirit-based marker pens, aerosol cans, stolen goods, pornographic images and hand-held computer games. Such items can be searched for, confiscated where necessary and police informed if needed.
- Our school is a gum-free zone. Chewing gum is not allowed in school.
- The school has a reputation for its smart business-like appearance. Uniform should be correctly worn at all times, (including to and from school) except for special circumstances, which have been agreed by the Headteacher.
- In keeping with our high standards of appearance, extreme hairstyles are not allowed in school. Examples of extreme hairstyles are multi-coloured hair, unusual vibrant coloured hair, shaved patterns, shaved hair etc. Extreme hairstyles are dealt with by Heads of Houses.
- The jewellery allowed by the school is one watch, one small, simple ring and one pair of the simplest, smallest earrings. No item of jewellery may be worn for Physical Education.
- Light, natural make-up is allowed for Years 10 and 11 only, as agreed by the Headteacher and teaching staff.
- All students should respect the environment and community, by not dropping litter and use the bins provided. Our school is a graffiti-free environment and must remain so and therefore students should do nothing to alter this. Graffiti is unacceptable.
- Apart from areas reserved for eating and drinking, food and drink should not be consumed inside the school buildings with the exception of still water with the agreement of teachers.
- Students should not bring mobile phones to school. Any phone brought onto school site must be switched off and out of sight at all times, in all areas of the school. Any phone seen or heard will be confiscated.
- Students must not use the main entrance to the school.
- Certain areas of the school are out of bounds. These are clearly visible on the maps displayed in students form rooms. Students must stay away from these areas.
- Students must arrive at school ready for morning registration at 8.40 a.m. The gates are closed at this time in the interest of security. Students who come late must report to reception and will be given a same day 20 minute lunchtime
- Students must not leave the school premises during the school day without first reporting to reception. Students must have a genuine reason for doing so and have parents’ / carers permission. Please refer to the Attendance and Punctuality policy.
- Bicycles and motorbikes may be ridden to school but they must be roadworthy and kept locked in the cycle stands. In the interests of safety bicycles must not be ridden on school premises



- In snowy conditions, for reasons of safety, students are not allowed to snowball.

Appendix 2 – Classroom Behaviour : Students : A Summary

Your behaviour should be good enough to allow all students in your class to learn and get the most from the lesson.

You are expected to behave as follows:

- Arrive at your lessons on time. Line up outside your classroom in an orderly manner. Wait to be told to enter the classroom by your teacher. You must have a reasonable explanation if you are late. Apologise to the member of staff. You may have to make up the time – this is at your teacher’s discretion.
- When told by your teacher, enter the classroom in an orderly manner.
- Bring the appropriate equipment to each lesson. Take out all books, equipment, pens, pencils and your planner as required. Put your bag away safely. Be ready to work straight away.
- Always work to the best of your ability. Do not distract or annoy other students - allow them to get on with their work.
- Raise your hand if you wish to speak - do not call out.
- Remain silent and concentrate, paying attention while your teacher or another student is speaking to the class.
- Do not eat or chew. When permission is given by your teacher, you may drink still water.
- You must have a good reason to ask to leave a lesson. Your planner must be signed by your teacher in order to leave the lesson.
- Record all homework clearly and accurately in your planner.
- When told by your teacher to pack away, stand and put chairs or stools under the tables. At the end of the day, chairs and stools should be placed neatly under or on top of the table as required by the teacher.
- Make sure any litter is put in the waste bin and all books and equipment have been tidied away or collected as required by the teacher.
- Leave the room in a quiet and orderly manner when told to do so by the teacher wearing your uniform appropriately.



- In specialist areas e.g. Technology, Science, PE etc, you must be aware of any special rules which must be followed, particularly with regard to health and safety.

Appendix 3 - Expectations to Promote Good Behaviour and Positive Learning ; Further details / expansion

Principles

There are two related principles on which the rules are based –

1. **All members of the school community have the right to be treated with respect and to work in a clean, calm and safe environment.**

This means –

- a) **show respect for others by working sensibly in lessons and do not disrupt the learning of others**
 - Arrive promptly at lessons and be ready to start work immediately
 - When your teacher talks to the whole class you must be silent and pay attention
 - Put up your hand to answer questions. Do not call out.
 - Do not distract or annoy others in the lesson
 - Bring the right equipment to lessons – books, folders, pens, pencils, ruler, coloured pencils and planner etc.
 - Do not chew, eat or drink during a lesson except for still water with the agreement of your teacher
 - Do go to the toilet during breaks rather than during the lesson. Only “pack away” when your teacher asks you.
 - Make sure the area where you have worked is clean and tidy before you leave the room
 - Do not leave the lesson at any time without the teacher’s permission
 - Show respect for the property of others
- b) **show consideration for others by moving around the building quietly and carefully**
 - Walk safely on the left-hand side of the corridor. Use single file where possible.
 - Take care when you carry bags on your shoulders as you may accidentally hurt people or damage walls, etc.
 - At break go outside or to the dining room
 - Do not run or push others
 - Do open doors for other people
- c) **all members of the school community should treat each other with respect and consideration**
 - At lunchtimes follow the queuing procedure
 - Clear your table. Do not leave a mess for others to clear up.
 - Do not take hot drinks out of the Dining Hall
 - Eat in the areas reserved for this purpose
 - Do not drop litter; use one of the many bins
 - Do as you are asked by any adult or Prefect. Be polite if you wish to express your opinion



- Respond positively to instructions given to you
- Take responsibility for your own actions
- Rules for mobile phones / uniform apply within the Dining Hall

- Refer to members of staff by their full title (Mr/Mrs and their surname) or as Miss or Sir
- Be polite and kind to all others at all times
- Behave appropriately on the way to and from school and in the local community, including Cyber internet space. Refer to the E Safety policy and Anti-Bullying Policy
- Do not make false allegations against others, including students and staff

d) **do not say or do anything that encourages bullying**

- Do not punch, kick, hit, spit, etc.
- Do not join in any “name calling”
- Do not exclude others from your discussions/activities
- Do not damage, steal or threaten to damage or steal other people’s property
- Do not misuse electronic equipment to cyber bully anyone
- If you think you are being bullied talk to your Form Tutor, Head of House, Head of Year or any member of staff. Remember, silence is the bully’s greatest weapon
- Do not discriminate
- Do not make false allegations against others

Refer to Anti Bullying policy

2. **All students must be smartly dressed, punctual and well prepared for their lessons if they are to make the most of their time in school.**

This means –

a) **come equipped for the day wearing the correct clothing and bring everything you will need for your lessons**

- Come to school wearing correct school uniform to maintain high standards of appearance
- Do not wear your hair in an extreme style. Examples of extreme hairstyles are multi-coloured hair, unusual vibrant coloured hair, shaved patterns, shaved hair, etc.
- Do not wear make-up (except for Years 10 and 11 where it should be light and natural) or jewellery except as allowed, i.e. one pair of the simplest, smallest earrings (sleepers or studs), one simple ring (not large signet type rings) and a watch. Facial piercings, tongue studs and tattoos are not allowed.
- Bring all the necessary writing equipment, books, folders and PE kit and other items needed for individual subjects
- Do not bring items such as knives, drugs, alcohol, cigarettes, matches, lighters, fireworks, whiteout, e.g. tippex, spirit-based marker pens, aerosol cans or hand held computer games to school
- Only bring mobile telephones to school if
 - You have completed the appropriate contract
 - You can adhere to the rules listed on the contract
- Do not bring valuable items to school



- You are advised not to bring electronic equipment to school

Refer to Uniform Policy

b) attend school regularly and arrive in plenty of time for the start of your lessons

- Arrive on time for registration and lessons
- If you have been absent you must bring a note to give your form tutor or your parents / carers may make a telephone call to reception
- If you miss your bus it is your responsibility to do all you can to get to school as soon as possible
- If you are going on holiday during term-time you must bring a letter requesting a holiday form to obtain permission before you go
- If you need to leave school during the day you must gain permission and sign out at reception

Refer to Attendance Policy

c) Whilst at school ensure that you reach your full potential

- Set realistic goals for yourself and aim to achieve them
- Show pride in yourself and your school
- Achieve the highest possible standards of behaviour and appearance
- Be responsible for helping to create a positive learning environment
- Complete all class work, homework and coursework to the highest possible standards, meeting all deadlines

Summary

- 1. All members of the school community have the right to be treated with respect and to work in a clean, calm and safe environment including to and from school.**

This means –

- a) Show respect for others by working sensibly in lessons and not disrupting the learning of others
- b) Show consideration for others by moving around the building quietly and carefully
- c) All members of the school community should treat each other with respect and consideration
- d) Do not say or do anything that encourages bullying
- e) Do not make false allegations against others

- 2) All students must be punctual and well prepared for their lessons if they are to make the most out of their time at school.**

This means –

- a) Come equipped for the day wearing the right clothing and bring everything you will need for your lessons



- b) Attend school regularly and arrive in plenty of time for the start of your lessons showing all behaviour expectations whilst travelling to and from school.
- c) Whilst at school ensure that you reach your full potential by being proactive about your learning

Please refer to the following policies:

1. Use of Force to Restrain / Control Students and Physical Contact with Students Policy
2. Electronic Devices – Searching and Deletion Policy.

Appendix 4 - Conduct for moving around the school : Details for Students

- Always keep to the left on corridors and on stairs – stay in single file where possible
- Walk quietly and sensibly along the corridors - do not run or push others
- Carry your bags safely to avoid hitting others
- Allow others their personal space
- Help anyone who may need assistance
- All litter should be put in a bin
- Queue patiently and quietly
- Be courteous, show civility - open doors for others
- Do not eat or drink in the corridors unless the weather is particularly bad and you have been given permission to do so



Appendix 5 – Rewards for Students

Rewarding students for good behaviour, positive attitude and achievement is a very powerful tool. The use of rewards can serve to boost the student's self image, increase motivation and promote positive behaviour thus reducing the use of sanctions and in many instances rendering them unnecessary.

At The Kingswinford School there are a number of rewards that are used to acknowledge students' achievements. It is important that all staff use the reward system consistently in order to praise genuine cases, thereby giving value to any prize that is awarded.

Praise

This can be verbal or written. Praise can be given in front of the peer group in lessons or in front of the whole year during Year Assemblies. This can be particularly useful where there are no obvious formal rewards e.g. for courtesy, responsible behaviour. It is important that we do not underestimate the effect of praise as a reward.

Display of Work

Display of good pieces of work is a good motivational strategy. This is especially powerful when labelled with the name of the student.

Publication of Achievement

Student successes are formally publicised in Year reports to the Local Authority Board, the School Newsletter and School Website. All three methods give wider recognition of Achievement.

Positions of responsibility

Student's positive qualities are recognised by their appointment to posts of responsibility. Each year a cohort of prefects is appointed from Year 10 students, four of which are then subsequently elected as senior prefects – Head Boy and Girl – Deputy Head Boy and Girl.

Each House elects a male and female student as House Captain and Games Captain from Year 10 students.

Other students are appointed to posts of responsibility from within a number of curriculum areas.

Curriculum Areas Certificates of Commendation

Many curriculum areas recognise achievement within their subject specialism by presenting students with Certificates of Commendation.

Letters and Postcards Home



Many curriculum areas praise good standards of work and behaviour by sending letters and postcards home and so share their congratulations with parents / carers.

Annual and Interim Reports

These are used to praise individual student's achievements in addition to informing parents / carers of progress and targets to achieve.

House Points / Rewards

House Points are awarded for outstanding effort, contribution to learning, team work or contribution to the whole school. Outstanding attendance (100%) is also rewarded termly. Accumulation of house points leads to rewards such as:

- Certificates of commendation
- Eligibility for rewards trips and activities
- Bronze, silver or gold shields (KS3)
- Wristbands/Y11 prom invites (KS4)
- Other incentives (eg reserved seating in refectory/queue jumping pass for a week)

The award of individual house points feeds into the House Point Competition for which a trophy is awarded to the winning House in assemblies.

Attendance

Attendance Awards are presented annually being given in the following categories:

- Gold Award - 100% attendance
- Silver Award - 98% attendance
- Bronze Award - 95% attendance

Gold awards are presented at the Presentation Event.

Silver and Bronze awards are presented through Year Assembly.

The attendance trophy is presented annually to the House with the best attendance record.

Merit awards

Merit Awards are presented annually at the Presentation Event to students who have been nominated by Staff in four areas:

- Excellence
- Progress
- Commitment
- Service



Curriculum Awards

All curriculum areas present an award to the student whom they feel has made the greatest achievement in their subject throughout the year. These are presented annually at the Presentation Event.

Work Experience Awards

Work Experience Awards are presented to students who have made a significant contribution whilst on their Year 11 period of work experience.

Year Eleven Celebration Evening

Each year the success of former students from the previous academic year is celebrated by staff, parents and family friends at the annual Year Eleven Celebration Evening which is held during the month of November. The Headteacher makes an address to the assembled audience and the Chair of Governors responds. Outstanding GCSE performances are recognised, Five Year Full Attendance Awards, The Headteacher's Award for Academic Excellence and GCSE Certificates are awarded.

Headteacher's Award for Academic Excellence

This award is presented annually at the Year Eleven Celebration Evening to the former student who, in the opinion of the Headteacher, produced the highest level of performance in the previous summer's GCSE examinations.

Year Eleven Prom

Year 11 Heads of Houses students are invited to the annual prom which takes place usually during July. The school reserves the right to withdraw the invitation to any student who has displayed poor behaviour thus rewarding only those who have a good record of compliance and cooperation.

If any student is considered worthy of a reward in an area that does not seem to fit into any of the above categories, the relevant Heads of House or member of the Senior Leadership Team will consider alternative recognition.



Appendix 9 – Home School Agreement

All parents/carers must sign and agree to the Home School Agreement:



THE KINGSWINFORD SCHOOL

HOME SCHOOL AGREEMENT

NAME OF STUDENT: _____ **Form:** _____

The Kingswinford School, Academy is committed to providing a safe and welcoming environment where staff, parents / carers and students all work together to achieve their full potential.

We aim to be recognised as a school demonstrating outstanding:

- learning culture
- levels of achievement
- working with our students, parents / carers and wider community
- contributions to developing lifelong learners by making learning accessible and enjoyable for all
- young people who make positive contributions as confident and responsible citizens
- opportunities to empower young people by nurturing their creativity
- young people who make informed choices about healthy lifestyles

We are committed to ensuring that our school is at the heart of the community and based on:

- honesty, fairness and openness in our dealings with others
- accepting responsibility for ourselves, our actions and our environment, respecting the right of others to learn



- treating one another with courtesy and respect, caring for and supporting each member of our school community
- striving to be the best we can be, demonstrating perseverance and resilience

In order to achieve this we will also commit ourselves to the following:

Aspect	The School and Local Authority Board will endeavour to:	As a student I will:	As a parent/carer I will:
Teaching and Learning	<p>Provide a safe, pleasant learning environment that is as well resourced as funding will allow</p> <p>Deliver a broad and balanced curriculum that is personalised as far as possible to meet individual needs</p> <p>Ensure that students receive the support and guidance they need to achieve and make progress and to become independent learners</p> <p>Review each Student's Planner regularly</p>	<p>Be Prepared for Excellence at all times</p> <p>Know my subject targets and try to achieve my learning goals</p> <p>Take responsibility for being fully equipped for learning</p> <p>Make full use of my Student Planner to record home learning, progress, targets and achievements</p>	<p>Reinforce the teaching in school by assisting, supporting and encouraging learning at home</p> <p>Ensure that my son/daughter is properly equipped for school by encouraging him/her to be organised</p> <p>Encourage my son/daughter to think independently</p> <p>Check and sign my son/daughter's Student Planner regularly</p>
Conduct in school and beyond the school gates	<p>Ensure that the school's relevant policies are all implemented fairly and that students with difficulties are not overly represented in the school's sanctions</p> <p>Ensure that staff implement the Behaviour Policy in a fair and consistent way</p> <p>Ensure that good behaviour is taught and that students are encouraged and rewarded for correct behaviour</p> <p>Ensure that the school's E-safety Policy is followed</p>	<p>Contribute sensibly to the school's Behaviour Policy and obey the school rules so that everyone is kept safe and treated with respect</p> <p>Behave in a reasonable and sensible manner and never disrupt the learning of others</p> <p>Take responsibility for my own safety and that of others by ensuring that I am aware of the consequences of risk in my lifestyle</p> <p>Recognise that behaviour out of school reflects upon myself, my parents / carers and the school and that good behaviour is expected to and from school (or any other time I am in a public place in school uniform), on trips, buses, college placements and Work Experience</p> <p>Follow the E-safety Policy in school and at home because it is there for my own protection and the protection of others</p>	<p>Contribute to the school's consultation on the Behaviour for Learning Policy</p> <p>Support the school in its implementation of the Behaviour for Learning Policy</p> <p>Ensure that my son/daughter is aware that his/her behaviour out of school is as important as his/her behaviour in school</p> <p>Ensure that my son/daughter follows the e-safety guidelines</p>



Aspect	The School and Local Authority Board will endeavour to:	As a student I will:	As a parent/carer I will:
Home Learning	Set homework that is relevant and purposeful on a regular basis in order to support and complement Schemes for Learning and Learning Objectives	Recognise that homework is an important part of learning and submit it punctually and completed to the best of my ability	Provide a suitable environment for my son/daughter to do his/her home learning Encourage my son/daughter to be an independent learner Ensure home learning is submitted punctually and completed to the best of my son/daughter's ability
Dress and Appearance	Communicate the uniform requirements clearly Ensure that students understand the relationship between uniform and attitudes to learning and the school community Be consistent in the implementation of the school uniform regulations	Maintain high standards of dress and appearance at all times in accordance with the school uniform regulations	Support the school in the implementation of the dress code by ensuring that my son/daughter attends school wearing the school uniform and understands the importance of being sensibly dressed
Attendance and Punctuality	Publish term dates as far in advance of the school year as possible Encourage excellent attendance and only authorise absence in exceptional circumstances and after a formal application has been made to the school Ensure that students with a poor attendance record receive the support to improve their attendance Ensure that parents / carers understand the relationship between attendance and attainment	Aim to achieve 100% attendance Be punctual to school and to lessons	Ensure that my son/daughter attends school on published term dates Not seek to remove my son/daughter from school unless it is in exceptional circumstances, in which case I will make a formal application to the school Ensure that my son/daughter arrives at school punctually
Environment	Provide a high quality, safe, pleasant and well resourced environment Provide a climate of respect for each other and the school and wider environment through the taught curriculum and by praising and rewarding positive, caring behaviour	Respect and care for the school environment Maintain a working atmosphere by moving sensibly around the building Help staff to keep the school clean, tidy and free from graffiti Take good care of the books, resources and equipment I use	Encourage my son/daughter to contribute to maintaining the school's environment by caring for the school, its property and resources and the property of others Ensure that my son/daughter takes good care of the school's books, resources and equipment



Aspect	The School and Local Authority Board will endeavour to:	As a student I will:	As a parent/carer I will:
		Respect plants and trees in the school grounds and respect the property of others	
Extra Curricular activity	<p>Provide a varied programme of extra curricular activities</p> <p>Ensure that all students, including those with special educational needs, are encouraged and enabled to participate in a range of activities</p> <p>Ensure that students are kept safe on activities and that parents / carers/carers are provided with appropriate information well in advance</p>	Endeavour to participate in extra curricular activities designed and planned by staff to enrich my educational experience	<p>Provide appropriate support in order to enable my son/daughter to participate in extra curricular activities</p> <p>Encourage my son/daughter to participate in new and challenging experiences to enrich his/her education</p>
Home School Communication	<p>Arrange consultation time for parents / carers to discuss their son/daughter's progress</p> <p>Keep parents / carers informed about school activities through regular newsletters</p> <p>Communicate with students and parents / carers about progress and behaviour</p> <p>Consult with parents / carers on important school issues and enable them to participate in school events</p>	Accept responsibility for helping the school to communicate with my parents / carers/carers by ensuring that all letters and circulars are taken home and given to my parents / carers	<p>Ensure school has up-to-date contact and emergency contact details.</p> <p>Attend Parents / Carers Evenings and other meetings where appropriate</p> <p>Respond to communications from the school and remind my son/daughter to check their bags for school/home communications</p>
Well-being / Safeguarding	<p>Ensure that the school is a safe and friendly place to be in and to learn in</p> <p>Ensure that all students and staff understand what bullying is and that bullying comes in many forms</p> <p>Ensure that students know how to access help and support when needed</p> <p>Ensure that students understand that the choices made about their diet, exercise and lifestyle will affect their personal wellbeing</p>	<p>Through my actions and conversations treat all people with respect in and out of school</p> <p>Ensure that I follow the school's Code of Conduct on bullying</p> <p>Help to keep the school environment safe by not bringing any weapon or harmful substance onto the school site</p> <p>Ensure that my diet, exercise and lifestyle keep me safe and ensures that I am ready to learn</p>	<p>Work in partnership with the school to identify and eradicate all forms of bullying including cyber bullying</p> <p>Ensure that my son/daughter knows what to do if he/she is being bullied at school and ensure that they know that some of their own behaviour may be construed as bullying</p> <p>Ensure that my son/daughter understands peer pressure and is aware of the dangers of alcohol and substance abuse</p> <p>Support the school in maintaining a safe and secure environment by ensuring that my son/daughter does not bring a weapon or harmful substance into school</p>



Aspect	The School and Local Authority Board will endeavour to:	As a student I will:	As a parent/carer I will:
			Encourage my son/daughter to eat healthily and take regular exercise Ensure that my son/daughter knows how to access help and support when needed (safeguarding)



Sheet 1

Home School Agreement

Parents and students please sign both copies and return Sheet 2 to your Form Tutor.

We have read and agree to the terms of the Home School Agreement.

Signatures

Student:

Form: _____ House: _____

Parent/Carer:

Date: _____

(please sign)

(print name)



Sheet 2 – Return to School

Home School Agreement

We have read and agree to the terms of the Home School Agreement.

Signatures

Student:

Form: _____ House: _____

Parent/Carer:

Date: _____

(please sign)

(print name)