



*Creating a culture of aspiration and ambition by having high expectations of students, parents, governors and ourselves.*

## **Behaviour Systems and Procedures Addendum – Jan 2021 Update**

Due to the current situation (Covid-19) we will be implementing changes/adaptations to the Behaviour Systems and Procedures. The following systems/procedures will temporarily replace those outlined in the 'Behaviour Systems and Procedures Booklet'. The changes/adaptations will be reviewed regularly to ensure we are able to meet the ever changing circumstances.

It is essential that all staff **persistently employ de-escalation strategies** to reduce conflict and manage behaviour issues to ensure a positive outcome.

### **Detentions**

Detentions can only be issued **after school** due to staggered break times and lunch times. Detentions must be completed within 'bubbles' (Year 9-11 is considered one bubble, Year 7 & 8 is considered one bubble in this instance – a maximum of 6 students can be placed in a detention at a time to ensure social distancing).

If, after all de-escalation strategies have been implemented, staff need to set a detention, they should use the following system:

#### **30 minute detention after school**

- Provide student with at least 24 hours' notice
- Contact parent/carer to confirm the detention
- Add details of the detention to SIMs/CPOMS
- The detention should be used as a restorative tool to improve future outcomes.

If a student fails to attend the 30 minute after school detention, staff will reschedule a 45 minute detention.

#### **45 minute detention after school**

- Provide the student with at least 24 hours' notice
- Contact the parent/carer to confirm the detention
- Add details of the detention to SIMs/CPOMS
- The detention should be used as a restorative tool to improve future outcomes.

If a student fails to attend the 45 minute after school detention, staff will pass the issue to the Head of Year (outside of class behaviour/tutor time) or Leader of Learning (inside of class behaviour/subject related) . The Head of Year or Leader of Learning will set a 60 minute after school detention.

#### **60 minute detention after school (HOY/LOL)**

- Provide the student with at least 24 hours' notice.
- Contact the parent/carer to confirm the detention
- Add details of the detention to SIMs/CPOMS
- The detention should be used as a restorative tool to improve future outcomes.

If a student fails to attend the 60 minute after school detention, the HOY or LOL will pass the issue to SLT (LB). SLT will set a 75 minute after school detention.

#### **75 minute detention after school (SLT)**

- Provide the student with at least 24 hours' notice.
- Contact the parent/carer to confirm the detention
- Add details of the detention to SIMs/CPOMS

- The detention should be used as a restorative tool to improve future outcomes.

If a student fails to attend the 75 minute after school detention they will be placed in the focus room (or 'pop up focus room' if in years 7&8) for a day and will also complete the missed detention. SLT will meet with the student and parent/carer if deemed necessary.

### **Relocations**

Relocations should only be issued if a student is completely defiant, out of the teacher's control, persistently preventing the learning of others or is not deemed safe to stay in a lesson.

Students must only be relocated within their 'bubble' (Year 9-11 is considered one bubble, Year 8 is considered one bubble, Year 7 is considered one bubble in this instance). If support is needed to complete a relocation, staff should call the main office for an Inclusion Support Worker (ISW). Students must not be relocated to the focus room.

Staff will issue a **45 minute detention after school** for students who are relocated and will then follow the escalated detention system outline above if necessary.

If a student refuses to be relocated or fails a relocation, the follow systems will be used:

- **Year 7 & 8** – Students will be issued a 90 minute SLT detention.
- **Year 9, 10 & 11** – Students will be placed in the focus room for 1 full day.

All details should be recorded on CPOMS/SIMs.

### **Focus Room**

A student can only be placed in the Focus Room by SLT or a Head of Year.

**Year 7 & 8** – Students will be managed on an individual basis by the HOY/SLT.

**Year 9, 10 & 11** – The Focus Room will be located in the communications block and will be staffed as per the original Focus Room timetable.

### **Homework**

Homework issues will be managed via discussions with students and parents. Detentions for incomplete homework **will NOT** be set.

### **HOY Room**

The HOY Room will not be available due to staggered lunch times. If deemed appropriate, HOY's may place students in the Focus Room during break and lunch.

### **Outside of Lesson Behaviours**

In cases where a student fails to comply with behaviour expectations outside of lessons, the follow procedures should be used:

- Verbal warning
- Student to remain with the member of staff on duty
- Referral to Tutor
- Referral to HOY (in extreme circumstances only)

If a student is referred to the Tutor, the following procedures should be used:

- 1:1 meeting with Tutor. Tutor to contact parents and log details on CPOMS.
- If the student fails to accept responsibility for their actions or is repeatedly reported to the Tutor, the after school detention process, as outlined above, will be utilised.

If a student is referred to the HOY, the following procedures should be used:

- 1:1 meeting with HOY. HOY to contact parents and log details on CPOMS.
- If the student fails to accept responsibility for their actions or is repeatedly reported to the HOY, the after school detention process, as outlined above, will be utilised.

### **Reports**

All reports will be set up on SIMS electronically. On occasions where a student is on report, the following systems will apply:

**Stage 1** – Monitored daily by Tutor/Pastoral Leader.

If a student has 'failed' their report (getting 3 or more crosses each day for a week) the tutor will issue a 45 minute after school detention. Parents should be contacted and all details should be logged on CPOMS.

**Stage 2** – Monitored daily by the Head of Year.

If a student has 'failed' their report (getting 2 or more crosses each day for a week) the Head of Year will issue a 60 minute after school detention. Parents should be contacted and all details should be logged on CPOMS.

**Stage 3** – Monitored daily by SLT.

If a student has 'failed' their report (getting 1 or more crosses each day for a week) SLT will issue a 75 minute after school detention. Parents should be contacted and all details should be logged on CPOMS.

### **COVID Related Behaviour**

The following acts will not be tolerated under any circumstances:

- Spitting at or towards another person
- Coughing at or towards another person

Students will adhere to the one-way system at all times throughout the school day.

Students will remain within their allocated 'bubble' at all times.

Students will wear face coverings in line with school/government guidance.