



# MARATHON SCIENCE SCHOOL



## Behaviour Policy

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## **Introduction**

Marathon Science School has high expectations for the behaviour of all pupils and this will be achieved through developing positive attitudes based on mutual respect.

Marathon Science School will take every opportunity to help our young people to make correct decisions.

The intention of this policy is to create an atmosphere of a learning community that works as a team. This community made up of directors, teachers, classroom assistances, parents and pupils have the same goal and aspirations. Every individual will take their responsibilities very seriously and work hard to provide help and support for each other.

Our pupils will be reminded at every opportunity that this community will try its best to provide all their needs to enable them to achieve their full potential. And it will be expected of them to play their part to the best of their ability.

## **Aims of Behaviour Policy**

- To develop positive attitudes and constructive relationships based on mutual respect of one another.
- Create an atmosphere of learning.
- To recognise and reward good behaviour.
- To set high expectation of learning and behaviour.
- To prepare our pupils for adult life better.
- To deal with the incidents fairly and effectively.
- To monitor and evaluate the effectiveness of the policy.

In order to achieve our aims, pupils must be fully aware of our expectations of acceptable behaviour; they must understand how positive behaviour is rewarded and how unacceptable behaviour is sanctioned.

This will be a working document and our practice in this area will constantly develop, meaning that the policy will be updated at regular intervals to reflect these developments.

## **Pupils Code of Conduct**

### **Pupils must:**

- Show their respect to their peers and staff with their behaviour and language.
- Be on their best behaviour at all times including school trips.
- Address staff and visitors with courtesy. They should also use common sense and good manners such as opening doors and using polite language.
- Not use force or bullying, as this is not tolerated in any shape or form.
- Understand that the buildings and the resources are for their benefit, they must not damage or graffiti these.
- Make sure all litter should be put in the bins and everyone should help the school stay clean and tidy.
- Make sure food is only in allocated places.

- Wear full uniform.
- Carry appropriate school equipment at all times.

### **Teachers and Support Staff**

The teachers are encouraged to develop a wide range of strategies to prevent conflict and promote good behaviour.

- Setting appropriate level of work
- Challenging pupils to produce their full potential
- Making effective use of seating plans
- Treating pupils fairly and consistently
- Acting as role models
- Praising and rewarding good work and behaviour
- Establishing class rules and routines
- Teachers may ask a pupil to go outside for a short period of time
- A system of detentions may be used effectively
- A disruptive pupil may be referred to the school director

A meeting between the Head Teacher and Housemaster may be organised in relation to persistent offenders. Parents will be informed of serious incidents as soon as possible.

### **Pastoral Support**

A pastoral support plan will be put in place for any pupil who is causing concern. The plan will be monitored by the Housemaster and outside agencies may be used as appropriate.

### **Break, Lunch Time and Evening Supervision**

The pupils will be supervised during break, lunch time and evenings. There will be rota of duties published half termly.

### **Referral System**

The purpose of the referral system is to provide information about individual pupils and to refer an incident for further attention. This will also help to monitor the effectiveness of the behaviour policy.

The referral should be completed and passed on to the line manager. It will be ensured that a copy of the form is stored in pupils' records.

### **Rewards and Sanctions**

Pupils need a calm and purposeful classroom and boarding atmosphere if they are to learn well. Effective teaching, designed to stimulate and engage pupils, helps maintain an orderly learning environment. Within this framework we aim to promote good behaviour through

rewarding attentive listening, co-operation, work effort, achievement, kindness and politeness. Rewards for good behaviour include:

- verbal praise
- certificates
- notes to Parents
- opportunities to show good work to others
- display of children's certificates

We aim to discourage poor behaviour by ensuring pupils understand that certain behaviour is unacceptable. We will show them that misbehaviour is never condoned or allowed to disrupt the learning or safety of others. Pupils who misbehave will be reminded first, then warned. Repeated misbehaviour will incur sanctions, in forms of detentions and notifying of parents and will be consistently carried out.

Sanctions for moderate misbehaviour include:

- Reprimand
- change of seat
- completion of work in free time
- reduction of playtime
- withdrawal from class to Form tutor or another teacher
- detention
- community work such as cleaning and tidying around if they are responsible
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## **PROMOTING GOOD BEHAVIOUR**

The key to good discipline is consistency: consistency in setting and maintaining their own individual standards, and consistency in following the school's discipline procedures.

Staff must also be sensitive to the circumstances of the individual pupil. Each situation will be different and considered individually on its merits or otherwise.

The following procedures are published as guidance, to provide a framework for staff and to set the expectations for pupils.

### **In the classroom**

Teachers should ensure that the pupil knows and understands what is required, and provide a suitable environment for them to achieve it. Everyone must be aware of the particular needs/difficulties of individual pupils and adjust their procedures to best meet these needs.

If work is not done satisfactorily, teachers should expect it to be repeated and arrange a time – break, lunchtime or after school – for the pupil to do this.

### **Good Practice:**

- Issues such as inappropriate comments, interruptions, lateness, should be tackled by the class teacher and recorded as a negative tick on the daily report sheet.
- For further disruption, pupil should be moved outside the classroom.  
Brief negotiation after 5 minutes to re-admit, if appropriate.  
If the issue resolved i.e. apology offered and accepted then the pupil should be re-admitted to classroom. Incident recorded on the day sheet.
- If it is not possible to re-admit because of negative attitude, pupil should be sent to Deputy Head.
- A referral incident form must be filled in.

It is essential for teachers to maintain a dated record of unacceptable behaviour on the part of an individual pupil. The incident form must be clearly filled in and passed on to Deputy Head.

### **Detention**

Detention may be given:

- For work not done, incomplete or of poor standard .For low level poor behaviour out of class
- For persistent lateness, failing to bring books and equipment to lessons
- Detentions must be carried out by the teacher to be effective.

Pupils must be given opportunity to explain themselves before a sanction is issued.

Whole class detentions must be avoided, they don't usually work and creates more negative attitude from pupils.

**A subject teacher can detain a pupil at break and lunch for up to 20 minutes. For any detention longer, the Deputy Head must be informed.**

Pupils should be provided with some work during the detention.

## **Withdrawal of Privileges**

For some ongoing issues / misbehaviour may lead to the withdrawal of privileges, for a designated period, usually up to three days.

## **Pupil Causing Concern Form**

This involves a pupil requesting a comment and signature from his subject teacher at the end of each lesson for at least one full week. This is then signed at the end of each day by Deputy Head depending on the reason for the report. Parents are also invited to monitor the pupil's progress. This report can be used to monitor work or behaviour.

## **Internal Suspension:**

A pupil who commits a serious breach of School Rules may be immediately suspended within school. In this instance he will be removed from the peer group to work under supervision as arranged by the Deputy Head. Parents will be informed and a further sanction may follow.

## **Headteacher's Detention**

(Saturdays 9.00 – 11.00am in School Uniform) – for the more serious breaches of discipline or for a pupil who fails to respond positively to the other sanctions e.g. has in excess of five negative comments on the day sheet and /or other detentions in one week. Headteacher's Detention takes precedence over every activity including team games.

Parents are informed of the detention giving reasons. An appropriate written / practical task is set.

## **Very serious offences / continued disruptions:**

Parents will be informed that their child's attitude and behaviour are being closely monitored. Also they may be asked to see Headteacher to draw up a contract.

## **Serious incidents**

Serious incidents of misbehaviour, such as the following, will normally lead to withdrawal from the class or playground and boarding activities.

1. Leaving the School premises without permission.
2. Leaving the classroom during lesson time without permission
3. Physically hurting other children or adults
4. Threatening or bullying other children
5. Fighting
6. Kicking walls, slamming doors, throwing or damaging property

7. Refusing to do as requested
8. Intentional rudeness to adults
9. Abusive language or swearing
10. Temper tantrums

If children persistently behave in this way, Parents will be contacted, a Monitoring Report will be drawn up and ultimately the child may be excluded from School.

### **Very Serious Incidents**

Marathon School Disciplinary Policy is based on guiding our young people to make right decisions; to work cooperatively with each other, respect to others and school resources and makes most of opportunities on offer.

Every incident is treated with utmost care and sensitivity.

The following incidents will not be tolerated in Marathon School. In the event of these proven incidents, the pupil may be excluded for a fixed period of time.

- Swearing
- Disruptive behaviour
- Fighting
- Damage to school property
- Bullying
- Smoking
- Endangering him or others.

Exclusions can only be authorized by the school director. The length of the exclusion will be proportional to the seriousness of the incident. The exclusions will be recorded and monitored annually.

Parents have the right to appeal against the decision to the appeals panel.  
The work will be set for excluded pupils.

### **Extreme incidents**

In the event of the incidents, the pupil will be permanently excluded from Marathon School.

- Carrying dangerous weapons
- Violent attack to staff or other pupils
- Drug or glue abuse
- Inappropriate sexual conduct
- Other incidents that's deemed to be extreme by the school director and the housemaster.

In the event of a child being physically restrained, the incident should be recorded and stored in an appropriate file.

A record of all sanctions applied is kept in a data base, which contains a list of permitted sanctions. The record is made within 24 hours and legibly recorded.

Each entry includes:

- The name of the pupil
- The date and location of the incident which led to the sanction being applied
- Details of the inappropriate behaviour
- The nature of the sanction
- The name of the staff member giving the sanction
- The name(s) of any other staff present
- The effectiveness and any consequences of the sanction
- The signature of the staff member concerned

Examples of major punishments to be recorded are those used by the school only for particularly serious offences, any serious punishment which is not included in the school's written disciplinary policy, punishments for offences likely to be sufficiently serious to be quoted in future reports or references for the boarder concerned, and punishments for offences which would constitute criminal behaviour in the case of an adult.

### **Unauthorised forms of punishment**

Pupils including prefects and those in other positions of authority, are not given authority to use any sanctions or physical intervention against other pupils.

No unreasonable, idiosyncratic or excessive sanctions must be used by staff or others at the School or boarding house, including any sanction intended to cause pain, anxiety or humiliation, nor are any of the following used as a punishment:

- Corporal punishment
- Any form of hitting of a child (including hitting a child in anger or retaliation)
- Deprivation of access to food or drink
- Enforced eating or drinking
- Prevention of contact by telephone or letter with parents or any appropriate independent listener or helpline
- Requirement to wear distinctive clothing or the wearing of night-clothes by day
- Use or withholding of medical or dental treatment
- Intentional deprivation of sleep
- Use of fines other than by way of reparation and not exceeding two thirds of the child's immediately available pocket money provision
- Locking in a room or area of a building

- Intimate physical examination of the child
- Withholding of any aids or equipment needed by a child eg spectacles

## Physical Restraint

By law all teaching staff and other staff authorised by the School Director to have control or charge of pupils may use such force or physical contact as is reasonable in the circumstances to prevent a pupil from doing or continuing to do any of the following:

- Committing a criminal offence and may cause injury to themselves or others in the process
- Injuring themselves or others
- Causing damage to property which may lead to injury to themselves or others

This applies on School premises, and away from the School, for example on a field trip or any other authorised School activity. It only applies when no other form of control is available and where it is necessary to intervene.

Staff will wherever practicable tell the pupils to stop, and what will happen if they do not. The member of staff will try to keep communicating throughout the incident and will make it clear that the restraint will stop as soon as it is no longer necessary. Staff will always avoid touching or holding a pupil in a way that might be considered indecent.

The member of staff must inform the Deputy School Director or School Director immediately following an incident where force has been used, and will be asked to provide a written report as soon as possible afterwards.

Any use of physical restraint is by reasonable and non-injurious means, only when immediately necessary and for the minimum time necessary to prevent injury to self or others or very serious damage to property, and always recorded in writing. The anti-bullying, behaviour and discipline policies must be implemented in conjunction with the comprehensive guidance included in Section 550 of The Education Act 1996, *The Use of Force to Control or restrain pupils.*

## Attendance and Punctuality

Pupils are encouraged to have a perfect attendance and punctuality report. Parent will be invited in to discuss these issues for those falls below the expected attendance rate.

The department of Education and local authorities demand good attendance and reduce absences because as you know, a good education gives your child the best possible start in life. A good attendance leads to better achievement and helps young people to obtain secure employment and develop into mature and responsible citizens.

The purpose of the Education (Welfare) Act 2000 is to encourage regular school attendance and participation in education and training for as much as possible. Government made amendments to legislation in September 2013. These state that “parents are not allowed to children out of school for family holidays and headteachers are not allowed grant any leave absence during the term time”

Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years post primary education whichever comes later. Taking a child out of school for family holidays is illegal and you can be fined £60 per day as well as facing a court action.

When a child is absent, you as parent must let the school know the reason for the absence every time.