

EDENFIELD GIRLS HIGH SCHOOL [EGHS]

Behaviour Policy

Our vision

Edenfield Girls High School is a happy harmonious learning community where staff and students feel safe and secure. School life is characterised by a calm purposeful Islamic environment underpinned by relationships built upon mutual respect. Our expectation is that all students and staff will behave in appropriate and socially acceptable ways. Every member of staff has a key role to play in promoting and sustaining the highest standards of behaviour for learning.

All students will

- Treat other young people and adults with respect
- Speak politely to other people
- Have self-confidence and high self-esteem
- Aim for 100% attendance and punctuality
- Take care of all school equipment and buildings
- Arrive and leave school with due regard for the schools neighbours and the public

Learning to behave

The school aims to provide a safe, secure, supportive environment where students can learn and teachers can teach. There is a direct link between the way young people learn and their behaviour. It is the job of staff at all levels to help and encourage students' understanding of socially acceptable and appropriate behaviour.

To encourage this, staff will:

- Model exemplary behaviour
- Treat all students and adults with respect
- Speak politely to each other
- Build student confidence and self-esteem through positive reinforcement
- Avoid using critical or sarcastic language
- Recognise student effort and achievements on a regular basis and celebrate success
- Keep parents informed about success, efforts and achievements
- Use rewards and sanctions effectively and consistently
- Challenge unacceptable behaviour
- Work in partnership with parents through regular contact to help improve behaviour
- Supervise students at all times including arrival and leaving school, breaks, lunches etc

Courtesy

In speaking and responding to others, all students must respect the normal conventions of courtesy.

Students should therefore:

- Be honest and truthful
- Use appropriate language for the working environment
- Speak politely, pleasantly and with respect to all adults including all members of staff, both teaching and non-teaching, and visitors to the school
- Speak quietly, politely and pleasantly to other students, including those who are exercising responsibility for a school activity or carrying out a duty

Consideration and concern for others

All members of our School must respect the human rights of others and have regard for the well-being and academic progress of fellow students.

Students should therefore:

- Treat all members of the school community equally, and with care and concern
- Encourage and support other students
- Act as positive role models to younger students

Students should create an environment free from bullying and therefore:

- Avoid insulting, abusive, and hurtful language or images – face to face verbal or written or placed on social networking and message sites/ mobile phones/ camera phones or any other form of technology (All phones should be switched off in school).
- Must not make racist, sexist or homophobic comments
- Avoid the use of behaviour or body language or teasing which others find intimidating, threatening or hurtful
- Avoid the use of physical violence of any form
- Avoid the use of exclusion from friendship groups as a means of intimidation and hurt
- Avoid any part in the spreading of rumours
- Avoid behaviour which causes other students to under-perform in academic work
- Avoid behaviour which damages the self-esteem of others

In order to prevent a repeat of the bullying described above, a student should report to a member of staff without delay:

- The occurrence of any of the above abuses to herself
- If she witnesses the occurrence of any of the above abuses to fellow students

Please refer to Anti-Bullying policy Expectations of behaviour in and around school

Each member of our School must behave in a way that allows her and others to work successfully, without disruption, safely and with enjoyment.

General points

- Any reasonable request from a member of staff should be carried out at once and without argument.
- Rudeness, disrespect or insolence towards members of staff are not acceptable, nor excusable.
- A student must observe health and safety rules, as directed by the School Code of Conduct (which will be drawn up together with the pupils at the start of the academic year) and by subject-specific and specialist room guidelines, e.g. in the Science lab and around ICT equipment.
- A student must adhere to the rules governing ICT and mobile phone use, including use of computer hardware and software computer messaging, accessing computer data and posting images on internet sites.
- Eating is not allowed inside the school building, except for the dining area.
- Students may drink water at anytime and anywhere in school, except in the Science labs.
- Chewing gum is **not allowed** in any part of school premises
- Electronic devices are not allowed in school between 8.45am and the end of the school day (3:30pm).
- A student is expected to use breaks and lunch hours for toilet visits, not lesson time, unless she is taken ill suddenly or is suffering from a notified medical condition (for which they will be issued a pass for by the Head teacher).

Health and safety

All members of our School must have regard for the health and safety of themselves and others.

a) Students should be orderly and considerate in moving around school:-

- Walk on the left along corridors
- Do not run anywhere inside the school building
- Be patient and avoid pushing, particularly on stairs
- Give way to others at doorways, opening the doors to allow others through first
- Hold doors open for those walking behind
- Organise break and lunch time activities safely, using equipment sensibly and fairly
- Line up when required to do so, and in a sensible, fair and well-ordered manner (e.g. before entering a class, since they are not allowed to enter until the teacher brings them in)

Note: All rules regarding Health and Safety as stipulated in detail in the separate Health and Safety policy must be adhered to at all times

b) Students should ensure that school staff always know their whereabouts. They should:

- Remain on the school site during the school day unless they have written permission to leave from parents and the headteacher
- Always sign out at Reception if given permission to leave school during the school day. The

receptionist should be shown an Exit Note signed by the Form Tutor/Headteacher.

- Always sign in at Reception if arriving in school after registration

c) Students should respect all procedures and rules designed for their safety:

- Respect and not tamper with safety equipment such as fire-fighting appliances and alarms
- Co-operate in practice evacuation of the school in preparation for any emergency which might arise
- Tie back long/ loose scarves at times when this is a health and safety requirement

Respect for property

All members of the school must respect and take responsibility for property — their own property, other people's property and the school's property.

A student should therefore:

- hand lost property in to the office
- avoid bringing valuable property and large sums of money to school
- treat all school property — books, furniture, equipment and buildings — with care and respect
- report to the office or a teacher any damage to school property or graffiti immediately it occurs or as soon as damage is noticed
- clear up after meals and snacks
- keep the changing room, corridors, classrooms and playground tidy and clean
- keep books, furniture and buildings free from graffiti
- put litter in bins
- take care not to damage displays whilst moving around rooms and corridors

We regret that the school cannot take responsibility for the loss or theft of belongings, nor damage to belongings

Promoting the school and its Islamic Ethos

All members of the school must do their best to maintain the highest possible reputation, both for themselves and for the school

Therefore students should:

- be aware at all times of the impression they create, ensuring that this impression is positive
- dress appropriately for school by wearing the correct uniform, ensuring that it is clean and well-maintained and that it reflects the Islamic code of dress. (Please refer to the uniform requirements)
- adhere to the school code of dress for out of school activities.
- behave politely and with consideration for others at all times in school, when acting as a

representative of the school in extra-curricular activities and off-site visits, and when travelling to and from school on public transport.

- behave in a sporting manner in all competitive events (This will be taught in PE lessons and assemblies)
- welcome visitors to the school in a helpful friendly and respectful manner

Equality Act 2010

This policy acknowledges the school's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of students with special educational needs (SEN)

Please refer to the Equality and Safeguarding policies

Rewards and Sanctions

The School seeks to encourage, recognise and reward positive attitudes, behaviour, attendance and achievement through a system of certification, letters of congratulation, form and individual prizes, trips and activities. (However, if a student breaks the School's Code of Conduct, she must accept the consequences of her actions. The following principles underpin the school's sanctions policy.

- Teachers have statutory authority to discipline students whose behaviour is unacceptable, who break school rules or fail to follow a reasonable instruction.
- This power also applies to all paid staff with responsibility for students.
- Sanctions will be applied fairly and consistently to all students.
- Students can be disciplined at any time in school or for misbehaviour outside of school, e.g. on school visits, on the way to and from school, on social networking sites, etc.
- Teachers have the legal power to impose detention in and outside of school hours; this is defined as after any school day when the student is present, weekends and Inset days; parental consent is not required for detention.
- Students will be detained for no more than 15 minutes at the end of the school day without prior parental notice.
- Parents will be given a minimum of twenty four hours' notice if the student is to be detained after school for up to one hour or at any other time outside of school hours.
- Teachers can confiscate student property.
- The school reserves the right to search students

Rewards

- Students participate in a system of merits that acknowledges and praises achievement, effort and good citizenship. Students can convert merits for rewards of different values depending on the number of merits achieved
- Individual and form reward certificates and prizes are distributed in a special assembly at the end of each term. They are issued for the following achievements:
 - Form with the highest number of merits per term in Year 7, Years 8 and 9, Years 10 and 11

- Form with the lowest number of demerits in Year 7, Years 8 and 9, Years 10 and 11
- Student with the highest number of merits in each form
- Students with 100% attendance per term
- Students with 100% attendance for the whole year
- Students with no warnings per term
- Students with no warnings in the whole year
- Students with no demerits in the whole year
- Head teacher award presented to one student in each year group per term, for various reasons

Sanctions

If a student breaks the School's Code of Conduct, she must accept the consequences of her actions. Sanctions will be applied fairly and consistently to all students. For single and minor misdemeanours, such sanctions might include repositioning the student within the class, subject detention at lunchtime or giving tasks useful to the school community during break or the lunch hour. Demerits are given for infringements such as failure to hand homework in on time, arriving late to school/lessons, talking at inappropriate times in class, forgetting equipment, etc. If a student receives five demerits she is required to attend an after school detention (time will be notified on the letter to parents). Students who receive more than 20 demerits might not be allowed to take part in the end of year reward trip.

More rarely, a higher level of sanction will be necessary for a persistent problem or for a serious misdemeanour. In this case the Head Teacher will impose the sanction and will inform the parent. Such sanctions include:

- Daily monitoring report card
- Suspension from specific lessons
- Internal exclusion
- Student contract
- Suspension from school for a specified number of days
- Permanent exclusion

Exclusion from school

- Fixed term exclusion from school will be used as a sanction where serious breaches of the behaviour policy take place
- Permanent exclusion will be considered for the following:
 - use of or possession of weapons or other illegal substances (see "Searching, screening and confiscation" policy for list of prohibited items)
 - drug dealing
 - serious threats of and actual violence
 - persistent/serious bullying
 - persistent and serious breaches of the school behaviour policy
 - where the school believes that a student's presence in the school represents a

- serious threat to others
- use of inappropriate language or serious misbehaviour towards a staff member or visitors to school
- theft
- truancy

Detention Procedure

After-school detentions are normally held once a week and parents will be notified in writing in advance. Notification will normally be by student post, but may be sent using the public postal system, or by text message. If a student is absent on the day of a detention, the detention will be rearranged. If she is in school but fails to attend a notified detention, it will be rearranged and doubled, so that she will have to attend on two separate occasions. Formal detentions will be noted in a student's individual school record (with the Head teacher) and may appear on her school report. After school detentions apply to all students, regardless of the distance they live from school, and parents are given several days' notice (minimum 24 hours) to allow them ample time to make arrangements for their daughter's journey home.

Sanctions applicable for particular misdemeanours

We expect all of our students to behave in an exemplary manner at all times, responding to all instructions given by staff immediately and without argument, and showing respect and courtesy in their dealings with every other member of the school community and to members of the public.

If pupils do not follow the school rules, sanctions will be applied as laid out below:

IF YOU DO THIS...	...THIS WILL HAPPEN
Arrive late to registration or lessons Forget books or equipment Forget homework Forget PE kit	<i>Per term:</i> First Occasion: Warning Further occasions: Demerit <i>Notes:</i> <i>If you forget your PE kit, you will be (where possible) given clean kit to wear that lesson, so that you can participate.</i>
Copy homework	Demerit. Homework must be redone.
Allow others to copy your homework	Demerit.
Do homework for a different subject in a lesson	Demerit. <i>The homework will be confiscated and the teacher concerned will be informed- the homework must be completed again in your own time.</i>
Pass notes	Demerit. <i>Note will be confiscated and may be shown to Form Tutor, Head Teacher or parents. Other sanctions may apply depending on contents of the note.</i>
Disruptive talking in lessons after having been warned verbally	Demerit <i>Further action might be taken if talking persists</i>
Graffiti in/on books/homework diary, clothing, marking on the body	Demerit, then detention if repeated. You will be asked to cover diary/book if graffiti is on cover. <i>Note: If the graffiti is excessive the book/diary will be confiscated and your parents and Head of Year will be informed. You will have to buy a new book/diary</i>
Graffiti on walls, tables, school property	You must clean the graffiti. One to five demerits, or a more severe sanction, depending on extent/nature of graffiti
Cancel demerits	5 demerits and therefore detention
Take a demerit for another student	Detention for both students

IF YOU DO THIS...	...THIS WILL HAPPEN
Add merits	5 demerits and therefore detention
Lose/Rip out demerit page/warning page of homework diary	5 demerits and therefore detention
Use two homework diaries	5 demerits and therefore detention
Lose your homework diary	Demerit each day you are without your diary. You will be given five school days to find the diary or buy a new one. You must ask your form tutor for a temporary diary to use during this time. You will get a detention if you do not find/replace the diary within five days.
Forge parents' signature in homework diary or in notes to teachers	A minimum of five demerits, and therefore detention, but the sanction might be more severe in certain cases, e.g. repeated offence or depending on the nature of the information in the note/diary
Incorrect uniform or uniform worn incorrectly, e.g. skirt rolled up, scarf not worn properly, heeled or fabric shoes.etc.	First occasion: Warning. Subsequent Occasions: Demerit You will be asked to rectify the situation by the next day, and will be given a demerit if you do not do so. Your Head teacher will be informed if this is a recurring problem <i>You might be sent home if there is a persistent problem with your uniform.</i>
Wear make-up Wear coloured contact lenses	Demerit and note in homework diary You must remove the make-up immediately
Wear jewellery (other than a watch), including badges, friendship bracelets, etc	First occasion: Warning. The item will be confiscated until the end of the school day. Subsequent occasions: Demerit and item will be confiscated for one calendar month.
Use inappropriate language between students	First occasion: Warning Further occasions: Demerit, or more severe sanction. <i>Note: You will be referred to your Head teacher if you are heard using inappropriate language repeatedly, and immediately if the language is abusive, and in these instances more severe sanctions will apply.</i>

Use inappropriate language towards a member of staff	Immediate referral to Head Teacher - a severe sanction will be imposed, which could include permanent exclusion.
Eat in class/on corridors	Food/sweets will be confiscated. First Occasion: Warning in planner. Subsequent occasions: Demerit. You may be asked to pick up litter <i>Note: You may drink water in school, including in lessons. Water must be in a clear plastic bottle. Any fizzy or energy drinks will be confiscated.</i>
Chewing gum: Bring in to school or eat in school	5 demerits and therefore detention
Participate in a water fight or any associated action	5 demerits and therefore detention
Switch your mobile phone on at any time on school premises, including before 8.45am and after 3.30pm. Fail to hand in your mobile phone Use a phone to take photographs /video in school at any time Bring electronic devices, other than a mobile phone, smart watch or USB, to school	First occasion: The phone/device including the sim card will be confiscated for one week. Subsequent occasions: Confiscation period will be one month or longer. <i>The phone/device must be collected from school by the parents, unless they contact a member of staff personally to request that the phone be given back to the student.</i>
Bring aerosols into school	Demerit. Aerosol will be confiscated.

Bring banned items into school, e.g. knives, blades, weapons, alcohol, drugs, tobacco related products including electronic cigarettes, stolen items, fireworks, matches or any other inflammable items	Immediate referral to Head Teacher May lead to exclusion depending on the severity of the offence.
Cheat in internal exams	Student copying/cheating: 0% awarded, letter sent home, one day's isolation Other student(s) involved: Letter sent home, after school detention.
Cheat in GCSE exams	Refer to official JCQ guidance.

This policy was adopted on	Reviewed by	Date for review
20 May 2019	Imran Ashraf Khaleda Begum Yasmin Mubarak Naman Yasin	20 May 2020