

Behaviour & Attitudes Policy

Hartford Church of England High School

We are a caring and disciplined Church of England school pursuing academic excellence and moral integrity. Our school is built on 'Caritas' and 'Veritas' - God's love and truth.

Our students know caritas: empathy, kindness and serving others.
"...abounding in love and faithfulness." (Exodus 34:6)

They grow in veritas: humility, knowledge and faithfulness.
"...full of grace and truth." (John 1:14)

Aim

At Hartford Church of England High School, we aim to create a culture of high expectations, empathy and forgiveness: an inclusive environment where all students have the opportunity to learn and develop in a school where they feel happy and supported.

Expectations

We wish and expect our students to be:

Happy - Show respect to one another and to our staff. Look after our mental and physical wellbeing.

Achieving - Work towards their goals, both academic and extra-curricular. Show resilience and not be afraid to fail.

Ready - Be punctual, equipped and ready to learn every day. Wear their uniform with pride.

Together - Work together in all things - building a school family characterised by tolerance and kindness.

Rewards & Recognition

At Hartford Church of England High School we believe that positive reinforcement of excellent attitudes to learning and rewarding successes are integral tools for maintaining high standards of behaviour and attitudes. We actively promote positive behaviour and seek to reward it, minimising negative interactions. Opportunities for praise should be actively sought by all staff, both teaching and non-teaching, to ensure we all live out our values of God's caritas and veritas.

Attitude to Learning Grades

As part of our classroom behaviour management policy, students are awarded an Attitude to Learning (ATL) grade every lesson:

- 1 - Exceeds expectations
- 2 - Meets expectations
- 3 - Falls below expectations
- 4 - Removed from the classroom

Every student begins each lesson on a '2', reinforcing our expectation that all students contribute positively to the learning experience. At the end of each lesson, the teacher will review the ATL grade and reward those students who have gone above and beyond by awarding a '1'. Students who achieve less than or equal to 30 ATL points each week will receive 10 extra Achievement Points.

Achievement Points

Achievement points are awarded for displaying our core values:

Happy: demonstrating respect, empathy, kindness or tolerance.

Achieving: excellent effort, attainment, class participation, homework, or participation in extracurricular activities.

Ready: consistent preparedness for learning, resilience, exemplary uniform standards, excellent attendance.

Together: demonstrating strong teamwork, leadership skills, participation in Family competitions, or commitment to the wider community.

*Also awarded for punctuality, attendance, and participation in extracurricular activities.

Achievement Points contribute to qualification for rewards trips and activities, and can also be used in our Student Shop.

Praise and Recognition

On a weekly basis, students can expect to be recognised for their excellent attitude and effort through:

- Verbal praise
- Praise postcards and certificates
- Positive texts, emails and phone calls home
- Satchel One notifications and badges
- Queue-jump passes
- Attendance rewards
- Achievement Points.

Sanctions

At Hartford Church of England High School we recognise that sanctions are necessary to maintain a calm, orderly and positive learning environment.

Classroom Behaviour Management

Within the classroom, teachers are expected to follow our 'Four Rs' behaviour management policy where there is any disruption to learning:

Relate to the student to understand why they aren't displaying our values and expectations.

Remind the student that there will be an intervention if they continue to fall below our standards and expectations.

Reset the student's behaviour by giving them a time out, moving them to a different seat, or any other reasonable intervention which facilitates a fresh start.

Remove the student from the learning environment by requesting the member of staff on Learning Walkabout.

ATL grades

- 1 - Exceeds expectations
- 2 - Meets expectations
- 3 - Falls below expectations
- 4 - Removed from the classroom

As aforementioned, teachers review ATL grades at the end of each lesson. As well as allowing an opportunity for students to be rewarded for excellent effort and conduct, this also allows us to monitor instances of behaviour which fall below our high expectations.

If a student has to be reminded of these expectations or it is necessary for them to have time to reset then they will receive an ATL of 3. An ATL of 3 may lead to a restorative conversation with the teacher after the lesson. If a student receives multiple ATL 3s, this will result in further sanctions.

If a student has to be removed from the classroom, they will receive an ATL of 4.

When a student is removed from the classroom they will be escorted to the Reflection Room, where they have the opportunity to reflect on their behaviour and attitude before rejoining the learning environment in their next lesson.

Any removal from lessons results in a 60 minute detention the next afternoon.

Two or more removals in one day will mean that the student is out of circulation for five lessons (any remaining lessons that day and the remainder the next day).

Escalated Sanctions

At Hartford Church of England High School we recognise that there are times where it is necessary to employ more severe sanctions, in order to maintain a safe and positive environment for students and staff.

Alternative to Suspension Room (AS Room)

If a student consistently fails to meet our high expectations of behaviour and attitudes, they may spend time in our AS Room, for reasons including but not limited to:

- 3 or more removals from lesson per half term
- Failure to attend a detention
- Refusal to follow staff instructions
- Abusive language to students or staff
- A one-off incident.

While in the AS Room, students still access the curriculum through teacher-set work, as well as through an approved online learning package called EdLounge.

Students enter the AS Room through the AS entrance at 8.30am. They remain in the room throughout the day and join the Whole-School Detention for the final hour, between 3pm and 4pm.

Internal Alternative Provision

At Hartford Church of England High School a small number of students at KS3 and KS4 are offered an alternative curriculum provision as a way of supporting their academic progress and wider development. We recognise that a small minority of our students struggle to meet the academic and social demands of mainstream education expectations.

Alongside the core curriculum and EdLounge, while in the AP students access the AQA Unit Award Scheme, to broaden their knowledge and enable a feeling of success.

Alongside this curriculum provision, students also undertake a programme of Personal Development lessons, in order to enable them to successfully reintegrate into mainstream provision.

Short Term Education at a Partner School (STEPS)

In some instances, it may be beneficial for a student to spend some time in another school, as a means of de-escalating their behaviour and avoiding a formal suspension. We work closely with other secondary schools in the local area to facilitate this process.

Extended STEPS and Managed Moves

In instances where there are more long-standing issues, it may be helpful for a student to spend a longer period of time in a partner school, giving them a fresh start and removing them from poor relationships or barriers to learning. Extended STEPS and managed moves, where successful, can lead to a permanent move to another school.

Formal Suspensions

Students may receive a formal suspension for serious misconduct or breaches of our school rules and expectations. These vary in length based on the severity of the breach, the student's previous behaviour record and any past suspensions.

Formal suspensions will be issued for incidents including, but not limited to:

- Violence towards another student
- Violence towards staff
- Threatening behaviour
- Verbal aggression and foul language towards staff
- Possession of prohibited substances
- Racist, sexist, homophobic or transphobic abuse
- Bullying (please see the Anti-Bullying Policy)
- Willful damage to property or buildings
- Persistent defiance.

Permanent Exclusion

In exceptional circumstances, either due to the severity of a one-off incident, or because all other avenues of reintegration have been exhausted, the Governing Body may take the decision to permanently exclude a student from Hartford Church of England High School. This is a formal process and one that we actively seek to avoid if possible.

Responsibilities

The Governing Body

It is the responsibility of the Governing Body to monitor this Behaviour and Attitudes policy and hold the Headteacher to account for its implementation.

Senior Leadership Team

In order to maintain a calm, safe, productive learning environment, the SLT must:

- Be a visible presence around the school.
- Ensure all stakeholders understand this policy and its implementation.
- Support staff to understand the behaviour and attitude expectations and their role in maintaining them.
- Ensure all new staff are inducted into the school's behaviour culture and understand how best to support students in adhering to this policy.

All Staff

Staff are responsible for:

- Implementing the Behaviour and Attitudes policy consistently.
- Supervising detentions on a whole-school rota.
- Teaching and modelling expected behaviour and positive relationships.
- Challenging students to meet the school's high expectations.
- Recording instances of poor behaviour on Satchel One.
- Reporting any potential safeguarding concerns to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).
- Keeping parents informed about their child's behaviour and attitudes, either positive or negative.

In order to ensure purposeful teaching and learning occurs, staff must:

- Meet and greet at the classroom door.
- Actively plan to praise students for displaying our values.
- Establish and maintain an effective seating plan.
- Use consistent language with students.
- Follow the agreed routines for managing behaviour.
- Award ATL grades consistently.

Students

All students will be taught about the school's expectations, the pastoral team who are there to support them, and the sanction processes at Hartford Church of England High School. Students who join the school mid-year will be taught this as part of their induction.

All students should:

- Follow the Behaviour and Attitudes policy.
- Uphold the school rules.
- Be courageous advocates - challenging discriminatory behaviour among their peers.
- Be polite and respectful to staff and students.
- Attend detentions and participate in restorative justice.

Parents/Carers

At Hartford Church of England High School we believe that positive relationships with parents are essential for upholding the behaviour and attitudes policy, creating a calm, safe and productive environment for all.

Parents/carers are responsible for:

- Building positive relationships with staff.
- Supporting their child/children by adhering to the high expectations of behaviour and conduct outlined in this policy.
- Informing the school of any changes in circumstance which may affect a student's behaviour.
- Discussing any concerns with Pastoral Managers, Heads of Year and the DSL or DDSL where appropriate.

Linked Policies

- Anti-Bullying Policy
- Attendance Policy
- Uniform Policy

Appendices

1. Prohibited Items
2. Mobile Phones
3. Detentions

Appendix 1 - Prohibited Items

The following items are prohibited in school:

- Knives or Items considered as weapons
- Alcohol
- Illegal drugs
- Stolen items
- Cigarettes, tobacco, lighters, E-cigarettes or vapes
- Fireworks
- Pornographic / Inappropriate images – including on mobile phones or other devices
- Mobile phones (will be confiscated - see Mobile Phone Policy)
- Chewing Gum
- Fizzy drinks
- Jewellery
- Teachers also have the right to confiscate items deemed unfit to be in school.
- Any item that a member of staff suspects has been or is likely to be used to commit an offence or cause personal injury to, or damage to the property of any person.
- The school reserves the right to respond to the changing nature and types of banned items if we feel they pose a risk to the welfare and safety of staff and/or students.

Searches

Headteachers and authorised staff have a statutory power to search students or their possessions without consent in instances where they have reasonable grounds for suspecting that a student may have a prohibited item.

Whole School / Year Group / Class searches may also take place on Health and Safety grounds.

School staff can seize any prohibited item found as a result of a search. Confiscated items will not be returned. Valuable items will however be returned to a parent/carer following sufficient investigation.

Where illegal goods, substances, or articles are used to commit an offence, or cause personal injury or damage to property, the police will be notified.

Where electronic devices are found to contain data or files which have been or could be used to cause harm or disrupt lessons the Headteacher or authorised staff have statutory power to delete data or dispose of it.

Appendix 2 - Mobile Phones

Mobile phones are not permitted at Hartford Church of England High School. Students may bring a mobile phone for use on the way to and from school, but during the day this must be switched off and in their bag.

If a member of staff sees a student with their mobile phone, it will be confiscated and kept securely until the end of the day, when they can collect it. This will be logged as a behaviour incident on Satchel One:

First offence: Student collects the phone at the end of the day

Second offence: Parent/carers must collect the phone

Third offence: Phone ban - phone is handed in at the start of every day and collected at 3pm (4pm if the student has a detention).

If a student is in serious breach of the mobile phone policy, there will be an automatic phone ban put in place.

Appendix 3 - Detentions

Detentions are supervised by all teaching and pastoral staff on a rota. Students are expected to take themselves to their detention, they will not be escorted.

Detentions are as follows:

- Late detention = 30 minutes
- Removal detention = 60 minutes

If a student fails to attend a 60 minute detention, or does not meet the behaviour expectations during this detention, they will be booked into the AS Room the next day.

Late Detentions

- If a student does not attend their late detention, they will receive a 60 minute detention the following day. Failure to attend this detention will result in admission into the AS Room.
- If a student does not attend their late detention and already has a removal detention scheduled for the next day, they will automatically be placed in the AS Room instead.
- If a student is late to school on a day when they already have a removal detention, they will automatically be placed in the AS Room.