

# **THE ARTS EDUCATIONAL SCHOOLS, LONDON DAY SCHOOL**

## **BEHAVIOUR, REWARDS AND SANCTIONS POLICY**

The following policy was revised in December 2017 and is in accordance with *Behaviour and Discipline in Schools* (2016).

### **STATEMENT OF INTENT**

The school has a moral duty to all pupils, parents/guardians and staff to maintain an environment where everyone can work in physical and emotional security, free from the negative effects of unacceptable or anti-social behaviour.

### **The aims of the policy**

The aims of this policy are:

1. To promote positive behaviour for learning;
2. To define the role of teachers in establishing and maintaining excellent standards of behaviour in the school;
3. To state what is expected of pupils;
4. To state what is expected from parents/guardians and carers;
5. To provide guidance on available rewards and sanctions;
6. To prevent bullying; and
7. To ensure problems are treated in a caring and sympathetic manner, with the aim of achieving an improvement in behaviour.

### **Positive behaviour for learning**

It is the aim of the school to provide a working environment where all pupils can realise their full potential in a non-disruptive, happy and stimulating environment. The school expects a high standard of good behaviour, and value is placed on the qualities of self-discipline, independence, initiative and mutual respect. Our aim is to have firm but fair discipline in a relaxed, caring and friendly atmosphere. Pupils are expected to consider other people and their feelings. They should treat others as they would expect to be treated themselves. Praise, encouragement and rewards for achievement, contribution and good behaviour are central to our philosophy.

Rationale for a positive learning environment:

1. Pupils learn more effectively and enjoyably when there is a sense of order and the behaviour around them is polite and reasonable.
2. By making the expectations of good behaviour explicit, the school can create a positive atmosphere that supports effective learning.
3. Pupils are encouraged to understand the advantages of good behaviour in pursuit of happy and positive relationships with others both now and in the future. This is done through positive reinforcement, strong role modelling and affirmation, as well as using rewards and sanctions when necessary.
4. Staff and pupils must share responsibility for ensuring that Health and Safety obligations are not jeopardised by unruly behaviour.
5. There may be times when pupils at the school experience emotional, behavioural and social difficulties. In this eventuality, the school, where

possible, will remedy or at least positively manage such difficulties. This will be achieved through the use of appropriate support networks and ensuring effective communication throughout. As such, all pupils will have the opportunity to take part fully in the educational experiences and opportunities offered to them.

### **Role of teachers in establishing and maintaining excellent standards of behaviour in the school**

Teachers set the tone for good learning behaviour by maintaining positive attitudes at all times and promoting high expectations for all school activities.

1. Teachers should ensure that learning intentions are clear, and lessons are well organised, interesting and appropriate. Work should be sensitively differentiated.
2. In the classroom, teachers should set clear expectations, be fair and engage pupils while applying a positive approach towards discipline.
3. The School Rules (see **Appendix 1**) outlining classroom behaviour expectations are found in pupils' planners and are revisited at the beginning of each new academic year.
4. Teachers should show appropriate appreciation for effort and achievement by pupils, using encouraging words and providing suitable rewards. These may include merits, an email home to parents, Head of Key stage Commendations for excellent work and effort, end-of-term certificates of achievement and suitably inscribed postcards sent home for the number of merits that has been won.
5. Teachers and support staff must encourage good behaviour by all pupils when at school and off site (on school excursions or residential trips, for example). Staff are expected to intervene when these expectations are not met by pupils.
6. Teachers and support staff are expected to demonstrate to pupils courteous, considerate, polite and pleasant behaviour at all times – staff must never use any abusive or humiliating remarks, and are expected to be good role models (see the Staff Code of Conduct).
7. Teachers should always aim to manage behaviour positively, especially when dealing with challenging behaviour. They should encourage the pupil to maintain dignity and be able to make a fresh start.
8. Staff should use physical restraint only in lawful circumstances; for example, to prevent pupils from hurting themselves or others (see 'Use of reasonable force' in this document).
9. Teachers should ensure that they update their understanding and skills in managing behaviour effectively by taking advantage of relevant professional development opportunities.

### **Behaviour expected from pupils**

Pupils are expected to be polite and show consideration towards each other and towards school staff. Pupils are invited to make a contribution to determining the school's Behaviour Management Policy through representation to the School Council. The following principles underpin this behaviour policy and are part of the School Rules (see **Appendix 1**).

1. Pupils are required to observe the following basic rules in the classroom:

- Arrive on time with all the equipment needed for the lesson;
  - Listen in silence when the teacher is giving instructions;
  - Follow instructions promptly and accurately;
  - Raise a hand to gain attention and only speak when invited to;
  - Stay in the allocated seat or workspace unless given permission to move; and
  - Treat others with respect and consideration at all times.
2. Pupils are required to dress cleanly and neatly in the specified uniform or other clothing, as specified for practical work and other physical activities.
  3. Pupils must obey all Health and Safety regulations in classrooms and around the school, including helping to keep the school site clear of litter and moving sensibly and calmly around the buildings and grounds.
  4. Pupils should never make racist, sexist, homophobic, transphobic or other abusive or humiliating remarks.
  5. Pupils must never resort to physical violence.
  6. Pupils must avoid behaviour that disturbs or distracts others.
  7. In circumstances where a pupil has failed to meet the above expectations of the school, ArtsEd has clear sanctions in place to tackle the unacceptable behaviour. See the 'Sanctions' section below.

### **Partnership with parents/carers**

Parents/carers are encouraged to work with the school to ensure that their children contribute to the maintenance of a safe and secure learning environment.

1. Parents/carers must endeavour to guarantee that their children's behaviour does not prevent others from learning effectively.
2. The school has clear expectations when it comes to behaviour, which are outlined in the School Rules, located in the welcome pack and the pupil planner. Parents have access to this document and they are urged to familiarise themselves with our expectations. We believe that a close partnership with parents encourages good behaviour in pupils.
3. Parents/carers are entitled to an explanation of actions taken by the school, which will always strive to be fair and proportionate, particularly the application of sanctions and the treatment of anti-social behaviour. The school will endeavour to notify parents as soon as possible regarding the actions that the school has taken. Any parental concerns and complaints should be made with reference to the Arts Educational Schools' Complaints Procedure.
4. Detentions in after-school hours can be set as long as parents/carers are informed 24 hours in advance, in writing via the use of a detention slip or via an email from SchoolBase. The detention slip should be counter-signed by the parent/carer and returned to the school. It is expected that parents would give permission for detentions to take place and they are expected to co-operate with the school to ensure that pupils can return home safely at a later time.

## **Guidance on rewards and sanctions**

### **Rewards**

It is the school's policy to recognise, acknowledge and reward individual achievements by pupils. The following are examples of areas considered to be worthy of individual recognition:

1. Consistently improved standards of work;
2. Good or outstanding pieces of work;
3. Effort in class and/or for homework;
4. Outstanding effort for achievement in extracurricular activities;
5. Service to the school or local community; and
6. Consistently improved attendance and punctuality.

Rewards will usually consist of the awarding of one or two merits, which are recorded in the appropriate place in the pupil's record book. Pupils are acknowledged when they accumulate a certain number of merits, i.e. 50, 100, and 150. It is important that staff do not issue huge numbers of merits at one time, as this devalues the merit system.

### **Years 7–8**

Pupils are rewarded with a badge and certificate as well as a message from the Head of Key Stage 3 highlighting the pupil's achievement.

Good behaviour and outstanding achievement are also recognised regularly and formally in school assemblies, with a Star Pupil of the Week award being given to a Year 7 or 8 pupil. Pupils also have the opportunity to showcase excellent vocational work in these assemblies. In the end-of-term assembly, we reward pupils who achieve the top number of merits, those with 100% punctuality and attendance, and those with no demerits.

### **Years 9–11**

After consulting with Years 9–11 form groups about appropriate rewards to give for the attainment of certain numbers of merits, the following was agreed:

- Toast/fruit tokens will be awarded for every 10 merits;
- An ArtsEd water bottle will be awarded for 25 merits; and
- An agreed reward will be awarded for 50 merits.

### **Years 7–11**

If a pupil produces work of outstanding quality that is well above their normal standard, either in terms of effort or achievement, they will be awarded a Head of Key Stage Commendation. The piece of work should be presented to the Head of Key Stage (SB or CR), who will record the achievement and award a suitable

certificate. The pupil with the greatest number of Commendations in a term will receive a prize in the final assembly, which is held at the end of the term.

At our annual prize giving, we celebrate and reward achievement for the academic year. Subject prizes are awarded at all key stages. At Key Stages 3, 4 and 5, subject prizes are awarded for both attainment and progress. There are also a range of vocational awards celebrating success and progress in Drama, Dance and Music. As pupils progress through the school, they are given increasing rights and responsibilities as they grow and mature. The school's rationale behind this is that we are empowering the pupils to start thinking like adults and take on a greater number of responsibilities.

## **Sanctions**

The Arts Educational Schools recognises the need for a positive learning environment where it is hoped that all pupils will be fully involved in their learning. We have high expectations of our pupils' behaviour, with the emphasis lying on the self-discipline and personal responsibility of each pupil. Occasionally, when a pupil has failed to meet the expectations of a member of staff, the school has clear sanctions in place to tackle the unacceptable behaviour.

Staff should consider whether the behaviour in question gives cause to suspect the child is suffering, or is likely to suffer, significant harm. Where this may be the case, staff should follow the Safeguarding Policy.

It is important that sanctions are used consistently and that teachers and other staff make it very clear to the recipient why a sanction is being applied. At the heart of our discipline must be a real respect for the pupil. In ensuring good discipline, we recognise the importance of listening to pupils' views. We believe that communication with parents regarding any sanctions issued is fundamental in securing their support for our procedures and encourages good behaviour from pupils.

The teacher may feel that they need to use one of the following sanctions as a way to highlight inappropriate behaviour/organisational skills etc. in order to encourage the pupil to modify their behaviour for the future.

1. For minor offences, if a rebuke is an insufficient sanction, a demerit will be issued, which is recorded in the pupil's record book. Once a pupil has received four demerits, they must attend a detention. A pupil must also attend detention if they are late 10 times during a term. Tutors monitor the number of demerits a pupil has on a weekly basis. This allows tutors to ascertain if there are any concerns regarding the pupil's behaviour or achievement, and they can then put further support structures in place if necessary. It is also the responsibility of parents to check their child's demerits regularly.
2. Teachers are allowed to detain a child during break or lunchtime because of poor behaviour and/or effort.
3. Detentions take place weekly from 16.00–17.00. Twenty-four hours' notice in writing must be given to parents, and pupils are expected to arrive with a signed slip from their parents. If a pupil has more than two detentions owed at the end of the term, they will be required to attend a detention on the last day of term. Staff may also issue an outright detention. Typical offences that would warrant a detention are:

- deception/lying;

- persistently arriving without equipment/books;
  - persistent minor misbehaviour;
  - graffiti;
  - plagiarism;
  - rudeness to staff;
  - serious swearing causing harassment, alarm or distress;
  - significant disruption of lessons;
  - persistently wearing the incorrect uniform;
  - smoking; and
  - deliberately missing a lesson or rehearsal (truanting).
4. The school will withdraw a privilege as a sanction for poor behaviour/work; for instance, a pupil may not be able to go out at lunch or may not be allowed to participate in non-uniform days or school trips.
  5. Pupils may have to complete school-based community service (particularly for destructive behaviour) as part of a detention or as an additional sanction – this may involve activities such as picking up litter, tidying classrooms, removing graffiti, etc. This will often take place on a Saturday or during a half term.
  6. If pupils have been working/behaving in a less than satisfactory way, they should expect to be placed on report, whereby they are required to carry a report card for a specified duration. This has to be signed by the relevant teacher after every lesson, with a grade issued for the standard of behaviour achieved. The card should be reviewed by the Form Tutor at the end of every day and feedback given to parents at the end of each week.
  7. Any member of staff may phone a parent or carer to discuss any pupil's behaviour or the quality of their work if they have first discussed their concerns with a senior teacher or Form Tutor.
  8. Where there is persistent poor behaviour, parents will be invited into school to meet with the relevant members of staff and/or a member of the Senior Leadership Team (SLT).
  9. If there are serious concerns regarding a pupil's academic achievement or behaviour, the use of a member of staff as a mentor may be appropriate. The pupil will be consulted by the Pastoral Team and a mentor agreed with them. The mentor will meet with the pupil once or twice a week to discuss their progress, targets, current pressures, and successes as appropriate. The mentor should keep a record of the meetings held.
  10. Should the above actions fail to produce the desired improvement in behaviour, there are a series of referrals that can be considered by the school. These are:
    - a) referral to the Educational Welfare Office for investigation and supporting visits to parents;
    - b) referral to the school-based counsellor;
    - c) referral to social services, who run counselling and other group activities; and
    - d) referral to an educational psychologist for guidance and appropriate support.
  11. The Headteacher can impose a fixed-term/permanent exclusion for serious, or repeated, offences. (A record of all fixed exclusions is kept by the Headteacher.) These may include some or all of the following:
    - a) harm with intent, for example, violent or threatening behaviour towards staff or other pupils
    - b) racism, homophobia, transphobia or other discriminatory behaviour;

- c) persistent disruption, defiance or any other behaviour that compromises the safety and welfare of themselves or others;
  - d) verbal abuse directed at staff/pupils/others;
  - e) serious actual or threatened violence against another pupil or member of staff;
  - f) sexual abuse or assault;
  - g) possession of a firework;
  - h) possession/misuse of inappropriate substances, for example drugs , legal highs or alcohol;
  - i) supplying an illegal drug;
  - j) being in possession of an offensive weapon;
  - k) misuse of the Internet including cyber-bullying
  - l) arson;
  - m) theft;
  - n) damage to property;
  - o) abuse by one or more pupils against another;
  - p) a pupil making a malicious and unfounded accusation against a staff member; and
  - q) any other serious offence considered to be detrimental to the good order and safe running of the school.
12. Permanent exclusion may be applied if the above behaviours described are persistent and all other reasonable steps have been taken to address the young person's behaviour and attitude. Permanent exclusion will also be used as a response to extreme acts of violence and supplying drugs, and for persistent or significant incidences of defying criminal law. See the Exclusion Policy for more details.
13. A register is kept by the Deputy Headteacher containing the details of any sanctions imposed upon a pupil for serious misbehaviour; for example, any internal isolations, Saturday/half-term detentions, and disciplinary meetings.
14. The school does not endorse or use corporal punishment; it is illegal in all circumstances.

### **Discipline outside the school gates**

The law states that teachers have the power to discipline pupils for misbehaving outside the school premises 'to such an extent as is reasonable'. Examples of such occasions may be while taking part in any school-organised activity, when travelling to and from school, and when wearing the school uniform.

### **Confiscation of inappropriate items**

At ArtsEd, staff have the power to search without consent for the following prohibited items:

- Knives and weapons;
- Alcohol;
- Illegal drugs;
- Psychoactive substances;
- Stolen items;
- Tobacco, e-cigarettes and cigarette papers;
- Fireworks;
- Pornographic images;

- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage property;
- Mobile phones:
  - if they contain pornographic images or indecent images of a child; or
  - if they contain evidence of cyber-bullying; and
- Any item banned by the School Rules that has been identified in the rules as an item that may be searched for.

Staff can confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable.

Weapons/knives, child pornography and illegal drugs will always be handed over to the police. More advice can be obtained from '*Screening, Searching, and Confiscation – advice for head teachers, staff and governing bodies*'

### **Power to use reasonable force**

Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in classroom.

*Behaviour and discipline in schools* (February 2014)

In the event of physical restraint being required, it is important that only the minimum amount is used in order to prevent the pupil from causing injury to themselves, others or property. Following such an intervention, an incident form should be completed.

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#### **Review of Behaviour, Rewards and Sanctions Policy**

Policy written:	September 2010
Policy written by:	Claire Parker-Wood
Date policy reviewed:	December 2017
Next review date:	December 2018



Circulated to the Principal, Board of Trustees, and teaching staff. This policy will be made available to parents and pupils on the website and on request

## APPENDIX 1

### ARTS EDUCATIONAL SCHOOL RULES

**The purpose of these rules is to enable the school to function to the best advantage of all its members. The aim of our rules is to promote a happy, safe and enjoyable environment for everyone.**

*The School Rules must be observed by all pupils.*

1. **Absence.** Whenever a pupil is absent for any reason, the school should be informed on the first day and each additional day of absence via telephone or email and a letter/email of confirmation must be sent to the form tutor when the child returns. When illness necessitates frequent or long periods of absence, a doctor's certificate should be obtained and sent to school. If your child needs to leave school for a medical or dental appointment you will need to supply the school with a letter/email prior to them leaving which needs to be shown to their form tutor and the School Administrator in order to obtain an Exeat Slip. Any contagious infections should be immediately notified to the school. With dates of school holidays published in the calendar, we actively discourage holidays during term time; they cause disruption to academic teaching, GCSE and A-level assignments and internal performance rehearsal schedules. Should any parent wish to take a pupil on holiday during school time, they must seek the permission of the Headteacher, in writing, prior to arranging such a period of absence. No professional auditions or paid professional work may be undertaken during school hours without the School's written consent, please contact the school for further clarification if needed. All requests must be made in writing 7 days before the absence is due to take place; an ArtsEd Performance Form must be completed. If a pupil has been signed off from vocational lessons due to an injury, a letter needs to be given to the Director of Performing Arts with the dates that the pupil will not be involved in the lessons.
2. **Punctuality.** Punctuality must be observed at all times, in accordance with the weekly routine. Pupils are expected to be at school by 08.15am in the morning. Consistent failure to arrive on time for morning and afternoon registration will result in detention and a phone call or email home by the form tutor. In the case of a pupil arriving late for school they must report immediately to the Administrator's Office. The Late Book will be completed and a Late Stamp issued. This stamp has to be presented to the class teacher that pupils enter on arrival. Pupils who

arrive late will be required to hand in their mobile phones to the School Administrator until the end of the school day.

3. **Registration.** All pupils must attend registration in their form room twice each day at 08.25 and 12.55.
  
4. Pupils must comply with the school's **Anti-Substance Abuse Rules**, any involvement with illegal drugs/legal highs is forbidden. Smoking, or the possession of cigarettes and/or e-cigarettes, is forbidden on the school premises and whilst travelling to and from school. No pupil is to enter a public house wearing school uniform. Drugs prescribed by a medical practitioner and required during school hours must be lodged with the School Administrator.
  
5. **Mobile telephones.** The school has a strict "no mobile phones" policy for Year 7 – 11 pupils. Mobile phones must be switched off and handed in during morning registration to the form tutor, all mobile phones are locked away in a secure area for the day. Pupils can retrieve their mobile phones at the end of the school day. In an emergency, pupils wishing to contact parents or carers may do so through the School Administrator, this also applies to those parents and carers wishing to make contact with their child. Please note that the School Administrator will only take emergency messages. Pupils are regularly reminded to be careful when using a mobile phone in public; they can be a temptation to muggers and thieves.
  
6. **Boundaries in school.** Pupils are not allowed to leave the school premises at any time, (unless at lunch break for year 10 and 11) without an exeat. The second and third floor of the building is out of bounds to all pupils unless they have a timetabled lesson there. Pupils may not wander around the school during lesson time. Pupils attending music lessons must not dawdle in corridors and should move quickly between lessons. Pupils have designated toilet facilities within the building and they are not allowed to use any other facilities within the building.
  
7. **Record Book/Planner.** Pupils are supplied with a Record Book at the beginning of the academic year. This book is used as the primary form of communication between the school and home. Pupils are expected to take it to all lessons. As a school we expect parents to monitor their child's merits and demerits, completion of homework and forthcoming

assessments and deadlines. Parents are expected to sign the Record Book on a weekly basis. Failure to have a planner during the day will result in an automatic detention.

8. **Food arrangements.** Food and drink may be consumed only in the Cafeteria and only during school breaks. We advise that parents pack a light snack on days where their son/daughter is staying until 5.30/6.30. Pupils are not allowed to possess chewing gum in school. Each Key Stage has a specific time for lunch and this will be told to them by their form tutor.
  
9. **Uniform.** Uniform must be clean, neat, tidy and worn properly in accordance with the Clothing List. Pupils must arrive and leave the school in full school uniform. Pupils finishing at 5.30 p.m. will be allowed to leave in vocational uniform but must arrive the following day in full school uniform. Pupils representing the school in any capacity must wear school uniform. Long hair must be tied back at all times and hair should not be dyed an unnatural colour. Hair should be clean, tidy, conventionally styled and kept off the face. Pupils may wear stud earrings to a maximum of one in each ear. Nail varnish may not be worn with the school uniform. Any additional jewellery, with the exception of watches, including necklaces and bracelets are prohibited and may be confiscated if worn. Visible body-piercings and tattoos are not permitted, tongue-piercings are forbidden because of the impact on a person's ability to sing/speak clearly. Pupils in Year 7 – 9 are not allowed to wear make-up, if they are found to be wearing it they will be sent to the School Office to remove it. Pupils may be sent home if they consistently arrive to school incorrectly dressed.
  
10. **Possessions.** The school does not accept responsibility for accidental damage or loss of personal property. Uniform and possessions must be clearly marked with the pupil's name and locked in their lockers. Pupils are actively discouraged from leaving their school bags (containing valuables) lying around school and in changing rooms. The school cannot accept responsibility for such valuable items if they are brought to school.
  
11. Pupils are expected to respect and look after school property. Any vandalism will be treated as a serious offence and appropriate action taken. Any damage to school property must be reported immediately and can result in a bill being raised for repair or replacement.

12. It is strictly forbidden to bring the following items into school; firearms, airguns, fireworks, catapult, BB guns, knives or related implements or weapons.

13. **Bicycles.** Pupils are permitted to ride a bicycle to school, a helmet must be worn. Responsibility for the security of a bicycle lies with the owner. We would recommend that pupils use insurance approved D-Lock.

#### 14. Behaviour Expected from Pupils

Pupils are expected to be polite and show consideration towards each other and towards school staff. Pupils are invited to make a contribution to determining school **Behaviour, Rewards and Sanctions Policy** through representation to the School Council. The following principles underpin this behaviour management policy.

8. Pupils are required to observe the following basic rules in the classroom;

- arrive on time with all the equipment needed for the lesson;
- listen in silence when the teacher is giving instructions;
- follow instructions promptly and accurately;
- raise a hand to gain attention and only speak when invited;
- stay in the allocated seat or workspace unless given permission to move;
- treat others with respect and consideration at all times.

9. Pupils are required to dress cleanly and neatly in the specified uniform or other clothing as specified for practical work and other physical activities.

10. Pupils are expected to do all class and homework set to the best of their ability and to hand it in on time. If circumstances arise meaning that a pupil can't meet a homework deadline, a letter needs to be sent in by the parent. GCSE and A Level coursework deadlines have to be met and no extensions will be allowed.

11. Pupils must obey all Health and Safety Regulations in classrooms and around the school including helping to keep the school site clear of litter and moving sensibly and calmly around the buildings and grounds. They must not misuse or interfere with any items or appliances that are supplied for reasons of safety (e.g. fire extinguishers, alarms systems etc)

12. Pupils are required to use changing areas for changing and not as areas to congregate.

13. The ethos of the school is to enable support and celebrate pupils' achievements whatever they may be. Pupils are expected to embody this ethos in their relationships with one another.

14. Pupils should never make racist, sexist, homophobic, transphobic or other abusive or humiliating remarks.

15. Pupils must never resort to physical violence.

Pupils must avoid behaviour that hurts, disturbs or distracts others.