

31/CC/02	Issue: July 07	By: MRY	Reviewed: July 08
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## **Altrincham College of Arts**

### **CODES OF CONDUCT (PUPILS)**

#### **School Discipline**

This policy has been developed after consultation with staff and parents. Pupils have also been involved in that in December each year since 1993 a questionnaire is distributed asking for information and views on whole school issues, including discipline. Pupils have also been involved in formulating rules on movement, lates, holidays, valuables, lost property and lockers. The School Council has also been consulted on these issues. In 2006 a Behaviour Charter was formulated by pupils and staff. This is displayed in each classroom and is the key feature in this policy.

**Our mission is to provide a caring secure environment in which each pupil will receive a quality education.**

The aim of this policy is to support the mission statement. Effective discipline will have a positive influence on teacher and pupil morale. It will contribute to school effectiveness in general.

It is an important pre- condition for pupils' levels of attainment. It is part of the personal and social development of pupils. It is also necessary for pupils' safety and well-being.

The school endeavours to establish good relationships through tension free but firm discipline. Through an all-embracing curriculum, social, moral and religious values are presented as fundamental standards for healthy, decent living.

#### **Safety Measures**

1. All pupils move on the left in all buildings.
2. No running in any building at any time.
3. Pupils must enter and leave the school by the pupil entrance only. After 9.15 am and before 3.15 pm pupils leave and enter through reception.
4. Pupils going to the Technology block must enter and leave by a) the near door IF they are using P.E., Design Technology; by the far door if they are using the ICT rooms and Art rooms.
5. The Maths/Humanities block operates a one-way system which should be supervised.
6. Fire Regulations must be posted in all rooms and pupils made aware of the instructions.

#### **School Rules and Ethos**

The behaviour of pupils in school is encapsulated in the maxim of teacher respect for pupil and pupil respect for each other and teacher. At all times pupils are expected to be responsible and ensure actions do not damage other people or property.

Expectations of pupils are made clear in the introductory letter of welcome to the school, in the literature handed out on induction day, in the relevant school policies

and in the home-school partnership agreement signed by pupils, parents and school. Specifically pupils will

- *Wear correct school uniform and bring to school all equipment needed.*
- *Attend school regularly and on time, and never leave school without permission.*
- *Speak to staff courteously and respect the pupil/teacher relationship.*
- *Behave well inside and outside the classroom, and on any school visits.*
- *Behave well travelling to and from school.*
- *Follow all requests made by members of staff.*
- *Work as hard as possible in school.*
- *Complete all homework as well as possible.*
- *Show self respect, respect for property and respect for others at all times.*
- *Sign the IT Contract of Use.*
- *Ensure substances harmful to health are not brought into school*
- *Share ownership with the School Behaviour Charter*

### **Bullying (Policy formulated by Pupils and Staff)**

**“If being a grass means saving someone from being bullied – then I’m a grass”**

Bullying is when someone is upset by another person or a group of people. Bullies can do all sorts of nasty things; name calling, physical abuse, deliberate pushing, shoving or leaving someone out of friendship.

“To Know To Care To Live” is a great motto because all the teachers at Altrincham College of Arts know you and will help you to live in a safe environment. There are lots of people to talk to, so you always feel cared for.

At Altrincham College of Arts we can learn about bullying in assembly and during PSHE lessons. The teachers make sure that people know that bullying is **wrong** and take incidents extremely seriously. If bullying is reported then the teachers do everything in their power to sort it out. They never give up.

If you are being bullied you can talk to Mr Brooks, Mr Ridley (the Child Protection Officer) any Head of Learning and Personal Development, any teacher or someone at home.  
(Year 8 Pupils.)

When someone is being bullied action is taken immediately. In most cases Year Tutors will record the incident in their files and give immediate support to the victim.

Both bully and the bullied may be asked to record the events in writing. These accounts are then discussed with the appropriate member of staff. The appropriate action is then taken.

Parents are informed and asked for their comments.

The school is also a signatory to ‘Bullying – a Charter for Action’. The basic premise of which is ‘We are working with staff, pupils and parents to create a school community where bullying is not tolerated.’

### **Recording of Disciplinary Matters**

All Heads of Learning and Pupil Development hold a file containing a sheet for each child.

In this file all referrals are recorded. These are then passed on at the beginning of each Academic Year to the new Heads of Learning and Pupil Development.

### **Involvement of Parents**

Parents are key partners in their children's education. To this end, apart from Parents' Evening, Social Events and Open Evenings, Parents are also involved in disciplinary matters.

Heads of Learning and Personal development, Pupil Progress Coordinators, the Deputy and the Head Teacher have established close working relationships with parents. Heads of Learning and Personal development and Pupil Progress Coordinators, the Deputy and the Head record each parental interview on the form provided. This will include a summary of the meeting, together with a proposed plan for the future or action to be taken. This will then be filed with the pupil referral sheet.

### **Involvement of Governors**

Governors have been asked to and have approved this policy. They are kept informed about disciplinary matters within school. Governors are also asked to sit on the Attendance Panel. Governors are also involved in serious disciplinary matters. They will be involved in the Exclusion Appeals procedure at the appropriate time.

### **School Rules**

#### **a) Movement around school**

Pupils are expected to behave calmly and sensibly at all times. Self-discipline is the key to maintaining a calm and orderly environment. To help control the movement of so many pupils at the change of lessons we have some rules about the route pupils take to lessons and the manner in which they move about the school.

1. No entry through the main entrance front doors, except 9.15 am – 3.15 pm.
2. All rooms with outside doors must receive and dismiss pupils through those doors.
3. Technology block. Entrance to Art and ICT is via the far doors.  
The centre area classrooms are not to be used as a corridor.  
Maths and Humanities building operates a one-way system. Enter through middle doors.
4. No running.
5. Keep left.
6. Pupils entering the building give way to pupils leaving the building.

No pupil (or class) may enter a classroom without permission from a teacher.

#### **b) Uniform**

All pupils are expected to wear the correct uniform at all times. Uniform lists are given in the School Prospectus.

#### **c) School Equipment**

For school, pupils have to bring a ruler, a pen, a calculator, a pencil and a bag. They should also bring a sharpener, a pair of compasses and a rough book or paper. They will receive a homework diary from their form teacher. This is to record details of the homework set and other important information.

Stationery Equipment Check List - Pen, Pencil, Ruler, Pencil Crayons or Felt Tip Pens, Sharpener, Rubber, Calculator, Pencil Case, French/English or Spanish/English Dictionary (as appropriate).

When pupils have Technology they will need an apron for Food and an apron for use in the workshop.

Homework - Altrincham College of Arts has a homework policy for all pupils. All pupils are given a homework timetable and homework will be set in most subjects at least once a week.

All pupils are given homework diaries to keep a note of their homework. The diary has to be signed by parents and form teacher.

**d) Attendance**

- i. If pupils are ill for any reason and cannot come into school, then these procedures should be followed:-  
If pupils are going to be absent from school, parents are asked to phone on the morning of the first absence.  
When pupils return to school they must bring a note. On the note it should have the dates of absence, the reason for absence and a parent's signature. The same applies if pupils have the morning off. If pupils miss school because of a medical appointment during school time they will get an absence mark.
- ii. All pupils who get 100% attendance in a year win a certificate
- iii. Each term a list of all pupils with 85% or less attendance will be printed. A letter will be sent to parents of these pupils.
- iv. Form Teachers will be asked to aim for attendance well into the 90s. Anything less than 90% will be considered unsatisfactory. Form Teachers are asked to emphasise the importance of attendance on a daily basis.
- v. Form teachers will liaise with Heads of Learning and Personal Development on any concerns. Heads of Learning and Personal Development will liaise with the Pastoral Deputy and the Pastoral Secretary to ensure those pupils are discussed at weekly meetings.
- vi. The Pastoral Deputy Head and the Pastoral Secretary / EWO will meet each week to check registers and follow up any concerns. **ALL** action will be recorded in a central file.
- vii. Each month Heads of Learning and Personal Development will receive a print out of the previous month's attendance enabling them to liaise with Form Teachers in an effort to target particular pupils.
- viii. Form Teachers/Heads of Learning and Personal Development will be asked to make recommendations for referral to a half-termly attendance panel to be chaired by the Pastoral Deputy. Complex cases will be taken to the Multi-Agency committee which will meet on a termly basis under the leadership of the Head Teacher, Representatives from Social Services/Health/Education Welfare, Youth Offenders Team/ EWO and any other relevant agency to be invited.

**e) Awards**

An award will be given to the form in each Year Group with the most improved attendance each half term.

**f) Punctuality**

Registers will be taken by form teachers at 8.55 am and late marks given. It is the responsibility of the form teacher to reprimand and punish latecomers. All lates and action taken will be recorded on the appropriate form. See Lates Proforma

**g) Refreshments and Lunch**

Before School - Pupils are allowed into the Canteen to buy drinks from the drinks machines.

Break time - The school break time is in the morning only and it lasts for 15 minutes. During that time pupils can play football, basketball or netball inside the tennis court netted area.

Year 10 and 11 have access to vending machines and refreshments in the Dining Room, lower school pupils in the Red Room.

Pupils are not allowed to go out of the school grounds or on the playing fields during break or lunch time.

**Lunchtime** - Dinner time is from 12.40 p.m. until 1.30 p.m.(12.20-1.10 pm Friday). The dining hall is just next to the school hall. If pupils bring a packed lunch they must eat this in the dining area.

**Wet Break** - When it is wet at morning break pupils will go into the hall and the Dining room. If it is wet or the weather is severe at lunchtime, pupils will go to the allocated rooms and be supervised by the Lunch Time Organisers.

**h) Valuables**

Pupils should not bring valuable items or 'designer gear' to school. Pupils should never leave money in coats or school bags or bring too much money school. Pupils are discouraged from bringing walkmans, computer games, mobile phones or pagers to school.

**i) Lost Property**

Lost property is given to the school receptionist and lost items may be retrieved from there.

**j) Lockers**

The lockers are for keeping things that make pupils' bags heavy, such as P.E. kits, folders etc. They can be used before lessons in the morning, at break times, lunch times and at home times. They may not be used between lessons. To claim one pupils must see Mrs. Nesfield. She will give them a key and a number. The lockers at Altrincham College of Arts are big enough for all subject equipment and P.E. Kit. If a pupil should lose his/her locker key they have to pay £2.50 for a replacement key.

**CLASSROOM DISCIPLINE**

Research shows that teachers who control classes well minimise opportunities for disruption. This is done by:-

- a) Planning lessons carefully.
- b) Making connections with previous work.
- c) Being in class before pupils arrive.

- d) Ensuring equipment or materials needed are available and in working order.
- e) Having well-established routines for behaviour.
- f) Establishing positive relationships with pupils.

Pupils should line up quietly outside the classroom. The member of staff should greet them and give them permission to enter. On arrival in the classroom, pupils should stand behind desks, benches etc until instructed to sit down. On leaving, pupils again stand and are dismissed in an orderly fashion. The member of staff should supervise the exit from the room by standing outside the room.

It is the responsibility of the subject teacher to maintain discipline within his or her own classroom.

### **SANCTIONS –**

Staff are expected to follow procedures and use sanctions to maintain discipline before using the referral system.

Where necessary a child may be referred to the next stage of the system.

#### **LEVEL 1**

Possible sanctions:

Warnings – Name on Board/Name in Book (Way out offered – remove name if .....)

Verbal rebukes

Standing beside a pupil

Using humour to defuse a situation

Explaining/helping

Moving a pupil

Written Imposition /5W Form

Individual interviews

Detention- lunchtime. If after school - 24 hours notice must be given to parents with a detention slip.

If problems persist and are of an academic nature then the advice of the Head of Department should be sought.

#### **LEVEL II**

In the first instance all classrooms referrals should go to the appropriate Head of Department. The Head of Department then either deals with the matter and informs the Head of Learning and Personal Development and Form Teacher or will ask the Head of Learning and Personal Development to take the appropriate action. All other referrals re. discipline should go to the Head. All referrals slips should be retained finally by the Head of Learning and Personal Development.

#### **LEVEL III**

Head of Learning and Personal Development/Pupil Progress Coordinator

Referrals for a limited number of named vulnerable pupils will go directly to the Head of Learning and Personal Development: Vulnerable Pupils

#### **LEVEL IV – Senior Leadership Team**

Mr Ridley, Mr Brennan

Mrs Bowness, Miss Harden

Mrs Diffley, Mrs Eastwood, Mr Eastwood

#### **LEVEL V**

Mr Brooks, Headteacher

Individual but not class detentions may be given. No child should be sent to stand outside a room. Parents must be given 24 hours notice of a detention and this must be recorded on the detention slip. One copy should be sent home with the pupil. One copy should be sent to the Head of Learning and Personal Development and the final copy should be retained by the subject teacher.

For serious misdemeanours individual Heads of Learning and Personal Development, in consultation with a Deputy Head/Assistant Head may put pupils on an Individual Behaviour Plan. Staff are asked to co-operate in filling in IBP sheets.

If a serious incident occurs staff may send the pupil with a note to the appropriate Head of Learning and Personal Development at the time of the incident.

### **Rubicon Centre**

This is a referral unit for those pupils in danger of being excluded from school. Pupils work in a closely supervised environment from 10 a.m. until 4 p.m (Friday 9.45 am to 3.30 pm)

### **Halcyon Centre**

This facility is designed for pupils needing **time out** for a variety of reasons.

### **Exclusion from School**

Exclusion is an option exercised on rare occasions.

The Headteacher can exclude any pupil for up to forty-five days in one year. For all exclusions of this nature the parent will be informed of the reasons for the exclusion and the number of days.

A permanent exclusion may be given for

- Serious breaches of the schools Behaviour Policy
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school

A decision to exclude a child permanently will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies which have been tried without success. It is an acknowledgement by the school that it has exhausted all available strategies and should normally be used as a last resort.

There will however be exceptional circumstances where it is considered appropriate to permanently exclude a pupil for a first or one off offence. These might include

- Serious actual or threatened violence against a pupil or members of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon

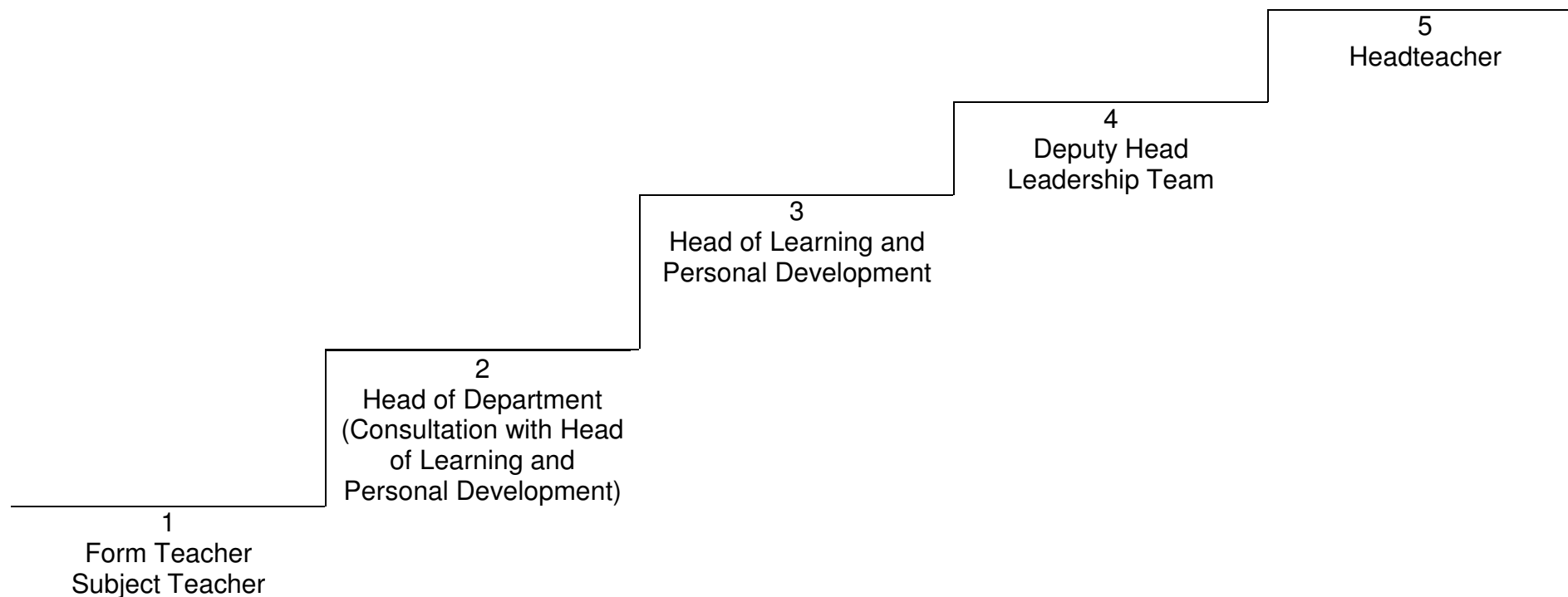
If it becomes necessary to permanently exclude a pupil the Headteacher will consult the Chairman of Governors and notify the Parent in writing of the exclusion and advise them of their right of appeal.

At each stage the L.E.A. will be kept fully informed.

## PRAISE AND REWARDS

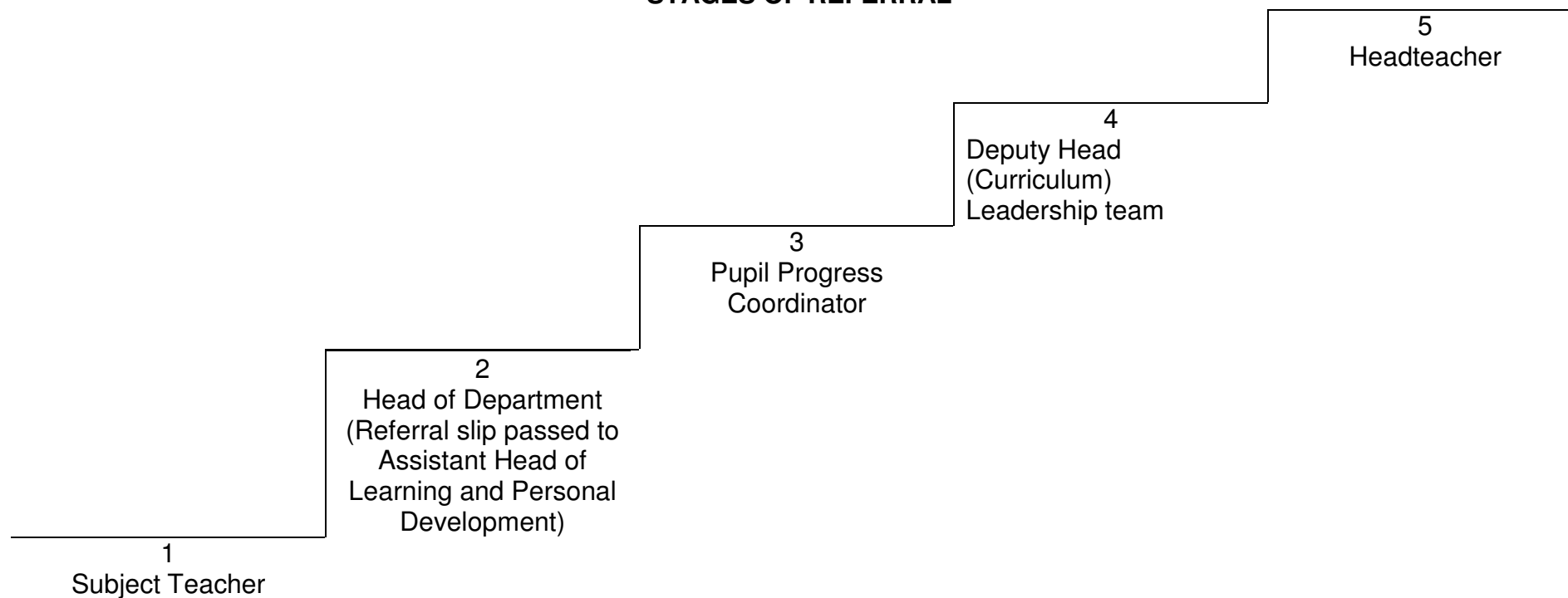
Praise and Reward systems are used to reward positive aspects of pupils actions (e.g. good behaviour, effort, attendance, punctuality etc.). The whole school reward system is the merit system, alongside which runs a positive referral system. In addition Heads of Learning and Personal Development implement their own reward systems. All the systems are outlined in the Rewards Policy.

## SCHOOL PASTORAL DISCIPLINE SYSTEM STAGES OF REFERRAL



- Stage 1: Form Teachers and Subject Teachers will always try to resolve matters without a referral.
- Stage 2: Head of Department will assess the problem and take action informing your Head of Learning and Personal Development.
- Stage 3: Heads of Learning and Personal Development will take action and probably inform your parents.
- Stage 4: A Deputy Head may decide to put you on an IBP.
- Stage 5: The Headteacher may decide that you need to spend some time in the Rubicon Centre. He may also decide that you need to be excluded from school.

## SCHOOL ACADEMIC REFERRAL SYSTEM STAGES OF REFERRAL



Stage 1: Subject teachers insist homework and class work is consistently completed to the best of a pupils' ability.

Stage 2: Heads of Department involved if homework or class work tasks are not completed satisfactorily on 3 occasions

Stage 3: No improvement after 3 weeks Pupil Progress Coordinator involved.  
Academic Head of Learning and Personal Development may place pupil on Academic action file or involve parents,  
use a Progress Card or initiate mentoring strategies

Stage 4: Referred to Deputy Head (Curriculum) or SLT who may take action

Stage 5: Headteacher informed who may take action