



Michaela Community School

Behaviour System Policy

We develop all pupils in the habits of self-discipline and kindness, through preemption, consequences and support.

PREEMPTION

All Year 7 pupils are explicitly taught, and deliberately practice our silence, entrance, exit and toilet routines and rules in their first week at Michaela. All teachers pre-empt any off-task behaviour in lessons, so that 100% of pupils are on task for every task in every lesson. Teachers insist on one voice in the classroom for instructions, explanations and discussions, and silence for reading, writing and practice. As soon as any *slouching, daydreaming, non-tracking or distracting* occurs, teachers swiftly use these preemptive reminders:

- 1. Silent non-verbal:** hand signal, eye contact, facial expression, shake head, sharp pause
- 2. Unnamed:** *'We're tracking. Just waiting for 100%. We need one person ... and 100%.'*
- 3. Named:** *'David, we listen so we can learn. Thank you.'*

CONSEQUENCES

1. A demerit is given as a corrective reminder if a pupil makes a bad choice, breaks a school rule, or for:

- 1. disrupting or interrupting others in lessons (talking or whispering over instructions, explanations, discussions or silent practice)*
- 2. misbehaving in corridors (running, wrong side, chatting)*
- 3. persistently not tracking, not SLANT-ing or not concentrating*
- 4. incorrect uniform or equipment in lessons (no pen, pencil, ruler; loose tie or shirt untucked etc)*
- 5. reacting badly to a demerit or instruction (tutting or rolling eyes)*

2. A detention is given for 2 demerits in a lesson, or for 2 demerits in corridors and breaks, or for:

- 1. no Maths practice*
- 2. no reading book or poor reading*
- 3. poor self-quizzing practice*
- 4. incorrect equipment or uniform in registration (no ruler, pencil case, reading book; no blazer)*
- 5. lateness to school*
- 6. playfighting or swearing*
- 7. major corridor misbehaviour (pushing, tripping, shouting)*
- 8. cheating or note-passing in class*
- 9. using electronic equipment (confiscated until the end of the half-term)*

10. *hesitating in handing over confiscated items*
 11. *eating/drinking non-Michaela food or chewing gum*
 12. *disrespecting staff*
- 3. On Call** is removal from lessons to write lines and serve detention, for 3 demerits within one lesson, or for:
1. *defying a teacher*
- 4. Senior detention** is from 1.30pm-4pm for:
1. *failing to complete or attend detention*
 2. *3 behaviour detentions (including lessons, corridors, incidents)*
 3. *refusing to follow instructions*
- 5. Internal Isolation** from 7.30am-5pm is for:
1. *failing to complete Senior detention*
 2. *serious misconduct*
 3. *severe refusal to follow instructions, or rudeness to staff*
 4. *arriving in incorrect uniform*
- 6. Saturday detention** is 9.30-10.00 in full school uniform for:
1. *failing internal isolation*
 2. *two separate incidents in the same week that result in internal isolation*
- 7. Internal Exclusion** from 7.30am-5pm is for two days or more, for:
1. *failing to attend or complete Saturday detention*
 2. *discrimination to another pupil*
 3. *major incident, or damaging the school's reputation*
- 8. External Exclusion** for 5 days at the discretion of the Headteacher is for:
1. *theft, graffiti or damage to property*
 2. *possessing dangerous objects, drugs or pornography*
 3. *bullying, or racial, sexual or homophobic harassment*
 4. *physical violence*
- 9. Governors' Hearing & Fixed Term Exclusion** is for
1. *persistent disruption and disrespect*
- 10. Permanent Exclusion** is for:
1. *carrying a weapon or illegal drug*
 2. *violence, abuse or assault against a pupil or staff member*
 3. *persistent refusal to follow school rules*

SUPPORT

Misbehaving pupils are given the support of reflection letters to write, parental phone calls and meetings, and self-control mentoring. Persistently disruptive pupils are positioned in every subject at the back of the room on an individual table. Pupils who persistently fail to complete their evening prep are supported with compulsory IXL club, reading club and self-quizzing after-school and in lunchbreak. Persistently late parents have phone calls and letters home from tutors and senior team, miss half-termly reward events, and ultimately meetings with the Headmistress.

Stage 4: How Senior Detention works

Pupils leave family lunch at 1.15pm and use the toilets. At 1.20pm they start self-quizzing in one of the ten individual locations around the reception and senior team offices. If pupils also have a detention that day, they complete it afterwards from 3.30pm to 4.30pm.

Stage 5: How Internal Isolation works

Internal isolation starts at 7.30am and ends at 4.45pm. If pupils are up to 20 minutes late, they make up the time after school until 5.45pm, with 3 minutes for every minute they are late. If they are 20 minutes late or more, they fail the day and must redo internal exclusion. Pupils complete self-quizzing in all subjects and do reading during this time in the referral centre. They do not eat family lunch with the rest of the school. The pupil must write, redraft and read out an apology letter to their form the next day. The parent is required to come in to school for a meeting, otherwise the child is not allowed back into lessons until the meeting takes place. Two days of internal isolation for separate incidents results in a Saturday detention. In order for a pupil to return to lessons, a reintegration meeting must take place with a member of Senior Team. The pupil will remain in isolation until that reintegration meeting takes place.

Stage 6: How Saturday detentions work

Pupils must arrive punctually by 9.30am in full school uniform, otherwise they fail the detention and are in internal exclusion from 7.00am to 5.30pm on Monday and Tuesday. They complete half and hour of self-quizzing. The parent is required to drop the child off at school and pick up the child afterwards.

Stage 7: How Internal Exclusion works

Pupils must arrive punctually by 7.30am on both days, otherwise they fail the internal exclusion and repeat it the next day. Pupils complete self-quizzing in all subjects and do reading during this time in the referral centre. They do not eat family lunch with the rest of the school. Internal exclusion ends at 5.30pm. The parent must attend a meeting with the pupil and the Headmistress.

Confiscation

Confiscated equipment such as phones and MP3 players are confiscated until the end of the half-term. Confiscated items are sealed in envelopes marked with the pupil's full name, form, the date and time of confiscation and your name. The envelope is taken to the main office immediately by a staff member. If a pupil hesitates in handing it over, log them for the next detention. If they refuse to hand it over, their item is confiscated until the end of the next half-term. If it is in the last two weeks of the half-term, it is confiscated until the end of the next-half-term.

Uniform

Tutors check uniform in morning registration, and teachers check ties and shirts on exit from lunch. If a pupil has no tie, they are sent to the office to borrow one and logged. If a pupil has incorrect shoes, shirt or blazer, they are sent to the office to call parents, and are sent home.

Sport Kit

If a pupil forgets their sport kit, or an item of their kit such as shoes or shorts, they attend sport but cannot participate. They do subject self-quizzing indoors at Power League from 1.45pm until 3.15pm instead.

Families who choose not to support the school

If a pupil misses one day of Internal Isolation (II) either because the pupil or the family is deliberately avoiding the punishment, the pupil will spend two days in II. The period of II will double in line with the number of days that the family or pupil chooses to stay away from school. So missing two days of II will result in four days of II, missing three days of II will result in six days of II, and so on. There is no upper limit to the number of days of II that could be imposed. We need wholehearted support from all families to maintain our high standards of behaviour and academic progress. In choosing to attend Michaela, families are making the choice to follow our behaviour systems. We have a system of zero tolerance. We ask that all families respect our rules and follow them.

Discretion

No behaviour policy can cover all eventualities. The Headmistress reserves the right to use discretion to help Michaela pupils make better choices and learn the right lessons.

Approval by Governing Body and Review Date

This policy and plan has been formally approved and adopted by the Local Governing Body at a formally convened meeting.

Signed: 
Chair of Governing Body

Date: 7 July 2016

Review date: July 2017

End of Statement