



Highlands School behaviour policy

September 2020

Information pack for parents/carers

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1. Introduction

Our school improvement plan for 2019-20 commits to a full review of our behaviour and pastoral systems. Some of these changes began in September 2018, for example with the ban on mobile phones and then in September 2019 with the introduction of behaviour mentors. There are clear links between excellent student behaviour, student achievement and students' holistic well-being and we want to ensure that we have the best possible behaviour systems in place.

We are delighted to now be in a position to introduce our new behaviour policy for September 2020. We understand that students will take time to readjust to school routines, and we will ensure that a comprehensive welfare support package is in place. Our new behaviour policy will provide students with the routines they will need on their return to full time education.

2. The purpose and scope of this information pack

The relationship between home and school plays an important role in students achieving their potential, and we value the committed parental support that is part of Highlands School. The behaviour policy and all associated documents have been synthesised into this information pack so that parents/carers have easy access to the main aspects of the new policy, which can also be found on our website [here](#).

3. New behaviour policy - Q&A

Full details of all of our behaviour systems and processes can be found in the full policy, but a summary of the key questions parents/carers may have, are addressed below.

Question	Answer
1. What are the main principles of the new behaviour policy?	<p>The new behaviour policy is based on five key principles</p> <ul style="list-style-type: none">• DARE values: our behaviour policy aims to develop the qualities of determination, aspiration, respect and equality in all students.• Praise and reward: we will have reward celebrations every 5-6 weeks where we aim to reward the 50-60 students in each year group.• Prevention before sanction: we are prioritising the application of school rules to minimise the opportunities students have to break the rules.• High expectations: we expect students to follow high standards of behaviour. We accept that young people will make mistakes, so de-escalation strategies are an important part of the school's behaviour system.• Consistency: staff apply and reinforce the policy at all times so that students are clear on what is expected of them.• Shared responsibility: all staff are responsible for student behaviour. Behaviour that does not meet expectations

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	in lessons will be dealt with by departments and our on-call system.
2. What are the main rules students will have to follow?	<p>We have five behaviour expectations. Students and staff are expected to know these fluently and to follow them at all times;</p> <ol style="list-style-type: none">1. Follow instructions first time2. Engage positively in learning3. Show respect to each other and our surroundings4. Move around the school safely and calmly5. Be in full uniform at all times <p>We also have specific expectations for behaviour in the classroom.</p> <p>S - Sit up T - Track the speaker and stay on task A - Ask and answer questions R - Respect those around you</p>
3. What are the new rules on mobile phones?	<p>Mobile phones are not permitted anywhere on the school grounds. This includes the outside areas of the school. If a student is seen with their phone or if it is heard, it will be confiscated. The number of days of confiscation will depend on the number of occurrences that the phone has been taken. Not following school expectations around mobile phones will also result in a detention.</p>
4. How are break and lunch times organised?	<p>For health and safety and safeguarding purposes students will only be permitted in certain parts of the building at break and lunch time; the canteen, the playground/courts/outside areas, the hall, the library (with a pass), to see a teacher (only with a note of permission), to designated toilets on the ground floor. Time to visit lockers and the water fountain is built into the first and last five minutes of break and lunch.</p>
5. Are certain items banned?	<p>We have a list of banned items. These include drugs, alcohol, weapons and other dangerous items. Items such as chewing gum, energy drinks and aerosol cans are also banned. Students found with these items will have them confiscated and they will receive an appropriate sanction.</p>
6. What happens when students do not follow expectations.	<p>Teachers and support staff will be very clear with students about the school's expectations. These expectations will also be communicated in signage around the school, assemblies and in tutor time. When students do not meet these expectations there will be a sanction. For less severe off task behaviour in lessons such as calling out, the student will receive one reminder about expectations, before the sanction is issued. For more serious behaviours, sanctions will be given without a reminder. Full details can be found in the policy.</p>

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<p>7. How are detentions organised?</p>	<p>Detentions will be used to swiftly address behaviour issues and get students back on track for the following day. Detentions served several days after the incident do not help the student to understand and rectify their behaviour, which is why from September we will have two main types of detention:</p> <ul style="list-style-type: none"> • Daily whole school detentions: These last for 40 min and take place after school, and are served on the day the incident occurs (detention issued after period 4 will be served the following day). These detentions are given for C2 behaviours in our sanction chart. Parents/carers are emailed by 2.00pm on the day of the detention to notify them. • Saturday detentions: these are from 10.00am-11.00am and are a form of community service for behaviours such as littering, graffiti and leaving plates/rubbish in the canteen.
<p>8. What if my child cannot attend the detention?</p>	<p>The only reason that students will be excused from detention will be if they:</p> <ol style="list-style-type: none"> 1) have a medical appointment (parent/carer will need to confirm this) 2) are a young carer 3) are collected from school to support their SEND 4) require any other reasonable adjustment (granted by the headteacher) <p>Students will not be excused from detentions because they have a tutor or an extra-curricular activity after school. We hope that students follow the school rules and expectations, and will therefore not receive detentions.</p>
<p>9. What are the rules about school uniform and can black air forces be worn?</p>	<p>Our full school uniform requirements are unchanged; however, we are reinforcing aspects of our uniform guidelines that are not being followed consistently.</p> <ul style="list-style-type: none"> - Only smart shoes can be worn, no trainers or black air forces. - Only one set of stud earring and no other jewellery. A religious symbol may be worn under the school shirt. - Only light and natural make up. This means foundation or face powder. Eye make-up, false eyelashes lip gloss and lipstick are not allowed. - Piercings, nail varnish or nail extensions are not allowed. - Bright hair colours such as pink, green, blue, are not allowed. - Students will be placed in IER until these items are removed. - Coats and outdoor clothing are not to be worn in the building, even at the end of the school day.
<p>10. What other sanctions will the school use?</p>	<p>IER: Internal exclusion</p> <p>FTE: Fixed term exclusions</p> <p>PEX: Permanent exclusions (in exceptional cases)</p>
<p>11. How will the school record and</p>	<p>All behaviour incidents are logged on our management information system, Bromcom. These logs are monitored by the</p>

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monitor behaviour incidents?	pastoral team.
12. How will the school respond to students who have ongoing behaviour concerns?	We will use meetings with parents/carers, Enfield behaviour support service, behaviour contracts, pastoral support plans, reports, mentoring, counselling and support groups.
13. How will students be rewarded for positive behaviour?	Students will earn achievement points for positive behaviours. These points will then earn rewards. We will have half termly celebrations for students who reach the bronze, silver and gold and platinum achievement categories. We aim to reward 50-60 students in each year group every half term.
14. What time will school start from September?	8.35 am. This is a change from 8.40am. This is to ensure that students are on-time for tutor time. Students who arrive at the main gate after 8.35am will be marked late.
15. What should students do when they arrive at school?	<ul style="list-style-type: none"> • Students must remove coats, scarves, earphones and any other outside items when they reach the main doors. • Students who arrive at school before 8.15am will be required to remain in reception. • From 8.15am the doors from reception to the ground floor will open and students will only be allowed to access certain parts of the ground floor. • At 8.35am the first bell will ring to signal that students may go to their lockers, toilets and the water fountain and then they should go straight to tutor time. • At 8.40am a second bell will ring to mark the start of tutor time. By this point students should be in tutor rooms. • Students must arrive at tutor time by 8.40am. Arriving after 8.40am will result in a late to tutor time mark.
16. Who does the policy apply to?	All students from Y7-Y13. Policy variations to Y12-13 apply for mobile phone use and uniform. Y12-13 can use electronic devices in the sixth form area and they are not required to wear school uniform, but should dress appropriately following the dress code for sixth-form.
17. Will the school make reasonable adjustments to this policy?	Yes, in line with the Equality Act 2010 and other legislation. We will take into account a student's SEND need and any safeguarding or welfare concerns before issuing sanctions.
18. What should parents/carers do if they are not happy about a sanction their child has received?	Parents/carers should contact their child's head of year explaining their concerns. The head of year will do their best to resolve the matter. If the matter remains unresolved then parents/carers can make a complaint to the school following our complaints procedure policy on the school website.
19. How will the school communicate with parents and carers about behaviour matters?	<ul style="list-style-type: none"> • Through a daily email notification from Bromcom summarising each student's achievement and concern points for that day. • The pastoral team will contact parents/carers about any behaviour concerns. Parents/carers will be notified by phone if there is a serious incident process involving their child. • Parents/carers are invited to attend meetings if their child reaches behaviour trigger points.

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	<ul style="list-style-type: none">• Letters of recognition for positive behaviour.
20. What legal principles underpin the school's behaviour policy?	<p>The law allows schools to</p> <ul style="list-style-type: none">• decide its behaviour policy and systems for promoting good behaviour.• set detentions outside of school hours.• confiscate items that are banned by the school, or that the school deems to be unsafe.• search and screen students.
21. How will students be trained to understand and follow the new behaviour policy?	<ul style="list-style-type: none">• New year 7 students will receive behaviour training as part of the induction process.• All students will receive behaviour training at the start of each new school year.• In tutor time students will be reminded about aspects of the school's behaviour system and expectations.• There will be a standing item on behaviour in the weekly newsletter.